



To the
Management of the departments and central facilities and
the departments

Technical University Darmstadt

— **Working time regulations for the period from 29.12.2025 until 30.12.2025**

Dear Ladies and Gentlemen,

we would like to point out that service operations at TU Darmstadt on the days between Christmas and New Year's Eve will only have to be maintained to a limited extent this year. This means in particular that the areas do not have to be accessible, and no representation arrangements are necessary. On this basis, we ask those responsible to examine the need for the department to be present and to coordinate this accordingly

All employees can take vacation leave in consultation with their respective superiors. In agreement the following alternatives are possible:

- The vacation for this period can also be taken in anticipation of vacation entitlement for the year 2026.
- Any overtime or extra working hours incurred in 2025 that could not be reduced can be offset also beyond the usual regulations for approving flexidays.
- If there are business requirements in the time between October 1st 2025 and January 31st 2026 it can be ordered overtime beyond regular working hours. This should be examined generously for employees for whom taking vacation for family reasons (need to care for children during vacation periods throughout the year or caregiving for relatives in need of care) represents a particular hardship.
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Because of the holiday situation this year we also assume that absences on December 22nd to 23rd and on January 2nd 2026 will be possible. If there are different views on the agreements in individual areas we would welcome it if we can discuss them with you. Please make this information known in your areas.

With kind regards
On behalf of

gez. Stefan Weisenseel
Department Director

Präsidium
Der Kanzler

Dezernat VII
Personal- und Rechts-
angelegenheiten

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Ihre Nachricht

Unser Zeichen
VII A5-601