



Request to backdate previous periods of employment in accordance with Section 34 Para. 3 TV-L (Collective Agreement for Federal States)

Notes:

1. The following data is required for your salary payments.
2. Please note the additional explanations and the printed collective agreement text.

1. Personal details

Name	First name
Birth name if different	Date of birth

2. Crediting previous periods to the period of employment in accordance with Section 34 Para. 3 (1) TV-L (excluding employment with the Federal State of Mecklenburg-Western Pomerania)

The period of employment is decisive for the notice periods in accordance with Sections 34 Paras. 1 and 2 TV-L. The period of employment is determined at the beginning of the employment contract. In addition, periods of employment (**not** civil servant or training contracts) with the same employer (State of Mecklenburg-Western Pomerania) can be counted. This offsetting does not apply to periods of special leave, unless the employer has acknowledged in writing an official or business interest (Para. 3 (2)).

The calculation periods must be demonstrated in an appropriate form (e.g. employment contracts). Without such proof, time periods cannot be offset.

All employment contracts with the State of Mecklenburg-Western Pomerania can be listed here, even if there were breaks between employment contracts. The time scale of an employment contract is irrelevant to the calculation, as is the reason the employment contract ended. A civil servant or training contract is not technically 'employment'. As such, in principle, these periods cannot be credited to the period of employment.

Period of employment

Office of employment

Period of employment

Office of employment

Period of employment

Office of employment

Period of employment

Office of employment



3. Crediting previous periods to the period of employment in accordance with Section 34 Para. 3 (3) and (4) TV-L

This period of employment is decisive for the length of the sickness allowance (Section 22 Para. 2 TV-L) and for the payment of an anniversary bonus (Section 23 Para. 2 TV-L). It always includes the times credited under Point 2.

If switching from an employer governed by the TV-L or from another public employer to the State of Mecklenburg-Western Pomerania, the periods before the switch may also be counted against period of employment 2. Periods of employment that are not related to such switches cannot be counted.

A key requirement for any additional crediting of periods in accordance with Clauses 3 and 4 is a change of employer. According to general usage, the term "change" is to be understood only in the case of the new employment contract, **without any time breaks** between that and the previous job.

The collective agreement does not cover an employer who applies the TV-L only on the basis of employment contract reference. The scope is exclusively extended to members of the Collective Union of Federal German States (TdL) as mentioned in Section 1 Para. 1 TV-L, or a member association of the TdL.

Public employers are: the Confederation, the states, the district councils and municipal associations, the social security institutions and all other bodies, institutions and foundations **under public law**.

Again, the periods for crediting must be demonstrated in an appropriate form (e.g. employment contracts). Without such proof, time periods cannot be offset.

Period of employment

Employer

Office of employment

Period of employment

Employer

Office of employment

Period of employment

Employer

Office of employment

(If there is not enough space for all your professional positions, we kindly ask you to complete the data on a separate sheet.)



Section 34 Para. 3 TV-L

- ¹ The period of employment is the time spent with the same employer in employment, even if it is interrupted.
- ² The period of special leave in accordance with Section 28 is not taken into account, unless the employer has acknowledged in writing an official or business interest beforehand.
- ³ Where employees switch between employers covered by this collective agreement, the periods at the other employer count as the period of employment.
- ⁴ Clause 3 applies accordingly in the event of switching from another public employer.

Section 22 Para. 3 TV-L

- ¹ The sickness benefit subsidy is calculated in the event of an employment (Section 34 Para. 3)
 - a) From more than one year at the most until the end of the 13th week and
 - b) From more than three years at the most until the end of the 39th week Paid since the onset of incapacity for work as a result of the same illness.
- ² The time limits referred to in Clause 1 are based on the period of employment completed during the incapacity for work due to illness.
- ³ Within one calendar year, the remuneration in the event of illness referred to in Paras. 1 and 2 may be received until the end of the time limits referred to in Para. 3 (1); however, in the case of each new incapacity period, there is at least the entitlement arising from Para. 1.

Section 23 Para. 2 TV-L

- ¹ Employees receive an anniversary bonus at the end of a period of employment (Section 34 Para. 3)
 - a) 25 years the sum of €350
 - b) 40 years the sum of €500
 - c)
- ² Part-time workers receive the full anniversary bonus.