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In case of doubt, the German originals are to be used in a court of law.**

Last name, first name

Chair / Institute

I have been informed of the following established preclusive time limits:

Notice concerning established preclusive time limits (or “cut-off periods”)

Any claims based on your employment relationship are subject to certain preclusive time limits. Claims expire if they are not submitted in time and in the proper form. We will therefore quote the most important preclusive time limit clause for you in full.

Your employment relationship is based on Public Sector Collective Agreement on *Länder (TV-L)*, which took effect 12.10.2006.

The established preclusive time limit that is relevant for employees is stated as follows (§ 37 TV-L):

"Ansprüche aus dem Arbeitsverhältnis verfallen, wenn sie nicht innerhalb einer Ausschlussfrist von sechs Monaten nach Fälligkeit vom Beschäftigten oder vom Arbeitgeber schriftlich geltend gemacht werden.

Für denselben Sachverhalt reicht die einmalige Geltendmachung des Anspruchs auch für später fällige Leistungen aus."

“Claims based on an employment relationship expire if they are not asserted in writing by the employee or employer within a preclusive time limit of six months after the due date.

A claim that is made once for a given state of affairs is sufficient for obligations due later.”

Issued to employee:

Bayreuth, _____
[date of signature]

Signature