

## **Bildungsurlaub in NRW**

In Germany, employees have the opportunity to apply for “Bildungsurlaub”; additional time off work granted in addition to normal vacation, as a support of lifelong learning. Since March 2020, WHU – Otto Beisheim School of Management is according to §123 Abs. 1 BerlHG [officially a recognized “Bildungsurlaub” institution in NRW.](#)

“Bildungsurlaub” means that you are – by law – allowed to attend courses on special kinds of topics during your working time - up to 5 working days per year.

The pre-requisites for being eligible for “Bildungsurlaub” are:

- your **working place/employer** is based in **NRW**
- Your application for Bildungsurlaub must be handed in to your employer **six weeks before the course start** (at the latest).

**Please find more general information here:**

- [General overview](#)
- [Guideline „Bildungsurlaub NRW“](#)
- [Sample application form “Bildungsurlaub”](#)

### **FAQ:**

- **Am I eligible for “Bildungsurlaub”?**  
One requirement for being eligible for “Bildungsurlaub” is the location of your working place. If your workplace is based in NRW, you are generally eligible for Bildungsurlaub, but ultimately, it is up to your employer.
- **How many days are covered by the “Bildungsurlaub” and how often can I apply?**  
You can apply for up to five working days per calendar year- either all five in a row or throughout the year.
- **When should I apply? Is there a deadline?**  
You should hand in all application documents to your employer no later than 6 weeks before the course/program starts. Please keep in mind that our admissions committee also needs 2-5 working days for your course acceptance or denial.