

To all the Deans and vice deans, managing directors,
and institutes, professors and employees of
University of Bonn
- excluding University Hospital Bonn (UKB)

Circular No. 49/2022

University of Bonn energy strategy—extended closure over Christmas and New Year 2022/2023

Dear Sir or Madam,

In our recent Circulars 46/2022 and 47/2022, we told you about the University's energy strategy and some initial short-term measures for implementing the federal government's Ordinance to Ensure Energy Supplies (*Kurzfristenergieversorgungssicherungsmaßnahmenverordnung*, or EnSikuMaV).

As already explained in Circular 46/2022, several measures to be taken immediately have been identified for the University that could potentially save significant amounts of energy. These include extending the closure of the University over Christmas and New Year, which the Rectorate has now agreed to include in the energy strategy as an additional measure.

In order to impose as few restrictions as possible on on-site operations and in-person teaching, the Rectorate has decided to limit this unscheduled closure of the University to the semester break. **The University will therefore be closed from December 27, 2022 to January 6, 2023.**

During this time, staff are free to take annual leave or use an opportunity to work their hours either beforehand or afterward in consultation with their superior. (Where there are rules on flexible working hours, employees can use hours from their flextime account; those in central administration can also go above their 20-hour overdraft limit when doing so. Any negative balances must be brought back to zero within 12 months).

Staff who do not take leave (or compensate for their missed hours by working them beforehand or afterward) will be able to work from home in consultation with their superior unless urgent business reasons indicate otherwise. Superiors are required to set their employees work that can be done from home.

As long as no personal data is being processed, private devices may be used when working from home; in such cases, it is the employee's responsibility to ensure data security. When working from home, normal working hours and any overtime are recorded as a matter of principle. However, no deficit hours may be accrued. Written applications to Human Resources for approval are not required.

During the closure, the temperatures inside buildings will be reduced to the minimum required in each case. They may be entered (briefly) if absolutely necessary for work purposes.

We would like to take this opportunity to remind you that we have set up a [central page for the University's energy strategy](#), which provides up-to-date information and FAQs.

Yours sincerely,

sign. Prof. Dr. Dr. h.c. Michael Hoch
Rector of the University of Bonn

sign. Holger Gottschalk
Provost of the University of Bonn