

August 19, 2026

Taking the First Steps in the Capital City Allowance Payout Process

Dear employees and members of our community,

As we have communicated to you previously, Freie Universität Berlin is currently exploring its legal options with regard to the Capital City Allowance and the resulting payments that would have to be made to its employees. For that reason, it is preparing for further negotiations with the Berlin Senate concerning how these payments will be financed. A date for negotiations has been set for October 13, 2026, at the Berlin-Brandenburg Regional Labor Court.

Should the Regional Labor Court affirm the first-instance ruling, the Executive Board will stick to its resolution to waive the limitation period stipulated by Section 37 TV-L (the collective agreement for the German federal states) as well as the statute of limitations. Back payments will then be necessary, as the collective agreement on the Capital City Allowance originally came into effect on April 1, 2025.

This means that the Capital City Allowance could be paid out in December of this year if certain prerequisites are met and everything goes according to schedule. Because part of the Capital City Allowance could also be paid out as a tax-free subsidy for your employee public transportation pass ("Firmenticket"), the Personnel Division needs to know in advance how you would prefer to have your payment transferred.

Please download the relevant declaration form available on the Freie Universität Berlin homepage, fill it out in full, and sign it. Then send the completed form via email to hauptstadtzulage@personal.fu-berlin.de or by mail to the Personnel Division. All completed forms must be received by September 30, 2026. The postal address is as follows:

*Freie Universität Berlin
Zentrale Universitätsverwaltung
Abteilung I – Personal
Rudeloffweg 25/27
14195 Berlin*

Please only use one of the two aforementioned means of communication. This will make the task of processing the payments much more straightforward.

You can find this letter, the relevant form you will need to complete (depending on whether you are an employee or an apprentice), and a summary with background information and explanations on our homepage in English and German.

<https://www.fu-berlin.de/sites/abt-1/service/Tarif--und-Besoldungsinformationen/index.html>



FU Berlin - Hauptstadtzulage

Please note that in order to receive your Capital City Allowance you will need to take an active role in this process and submit your declaration form before the deadline. This is the only way to indicate how you would like to have it paid out and to have the full amount transferred to you.

You are more than welcome to send any additional questions about the Capital City Allowance or how to fill out your declaration form to our email address: hauptstadtzulage@personal.fu-berlin.de.

Thank you for your cooperation!

Sincerely,
Division I: Personnel