



Families and Careers





The SFB 676 has the goal to improve the work-life-balance of families by offering practical support in several family-related issues. This brochure assembles some basic information around this topic and is intended as a rough orientation guide for scientists at DESY and the UHH. Please note that the provided general information is **not** intended as legal advice.

Pregnancy and legal protection for working mothers (Mutterschutz)

If you are expecting a child, pregnancy advisory services with local offices in all parts of Hamburg can help you with issues surrounding pregnancy and birth and can support you before and during pregnancy with medical, social and legal advice. They will give information about questions connected to pregnancy, financial and social support services during and after pregnancy, employment law (e.g. Maternity Protection Act, parental leave, etc.), termination of pregnancy, and childcare options.

Welfare and family associations, churches, social services offices, health authorities and doctors offer pregnancy advice and counseling as well.

During the pregnancy and after the birth of your child you are entitled to receive care from a midwife or a doctor. As soon as you know that you are pregnant, you should visit a gynecologist every four weeks – and every two weeks after the 32nd week of pregnancy. The costs of pregnancy care are covered by your health insurance fund.

Employed expectant mothers enjoy a particular form of protection known as legal protection for working mothers (*Mutterschutz*). It begins normally six weeks before birth and ends eight weeks after birth. This protection period is legally regulated in Germany. During this period, pregnant women must not work. Their job is kept vacant for them and they can return to it at the end of their maternity leave. In addition, pregnant women must not work longer than 8.5 hours per day or undertake heavy physical work. In some cases an employment ban takes place in order to protect the health of the mother and her unborn child (e.g. when working with certain chemicals).

You can get more information from your employer's HR department. It is advised to also talk as early as possible to your supervisor in order to find solutions for work reduction and substitution during maternal leave and/or paternal leave.

Normally the medical insurance pays so called *Mutterschutzgeld*, which makes sure that your salary continues during your absence due to pregnancy. So you really must get in touch with your medical insurance as soon as you know that you are pregnant.

A good starting point for getting detailed advice is Hamburg's official website www.hamburg.de/muetter-startseite (German). The *Mutterschutzreferat* covers topics like conditions of employment, legal protection, maternity allowance and more. You can contact them directly at mutterschutz@bgv.hamburg.de or 040 42837-2112.



Parental leave (Elternzeit) and parental allowance (Elterngeld)

Parental leave offers you – fathers and mothers – the opportunity of looking after your child whilst allowing you to maintain contact with your working life. As an employee you are entitled to parental leave until your child's third birthday. You are not obliged to work during this period. Your job normally remains vacant for you and your contract cannot be terminated by your employer. Parental leave can be taken by the mother and father individually or jointly. The first 24 months of parental leave have to be fixed with your employer immediately. The remaining 12 months you can decide on later with the consent of your employer until your child's eighth birthday.

You must submit the application for parental leave to your employer no later than seven weeks before parental leave is due to begin. When the parental leave period expires, your employer must offer you a job of equal standing. You may find further information at english.welcome.hamburg.de.

The parental allowance is a state benefit for parents who would like to look after their child themselves after birth and therefore are not in full-time work or not working at all. Parents who were not working before birth also receive parental allowance.

At the time of writing the following rules apply:

- Parental allowance is roughly two-thirds of your average income of the past 12 months – subject to a minimum amount of EUR 300 and a maximum of EUR 1,800 per month.
- If the mother and father share the parental leave entitlement, they receive a maximum of 14 months of parental allowance. In this case, one parent can claim a maximum of 12 months of parental allowance.
- Single parents are entitled to the full 14 months of parental allowance.
- Since 2015 there is, in addition, a novel *ElterngeldPlus* with more flexible parental leave options, see [Federal Ministry for Family Affairs, Senior Citizens, Women and Youth](http://www.bmfsfj.de)

Nationals of EU member states and associates who live and work in Germany as well as nationals of non-EU member states with a residence and work permit are usually entitled to receive parental allowance. Please contact the local authorities (your local "Elterngeldstelle") for precise regulations. You may find further information at english.welcome.hamburg.de.



Child allowance (Kindergeld)

Parents are entitled to child allowance payable until their child's 18th birthday, if the child lives in Germany. If the child enters a vocational training course or is studying, this entitlement extends to the child's 25th birthday as a maximum.

Presently you will receive a monthly payment of EUR 192 per child for the first two children, EUR 198 for the third child and EUR 223 for every subsequent child. You must apply for child allowance from the family benefits office at the Employment Agency. Employees in Hamburg's public sector should contact the *Personalamt*, www.hamburg.de/personalamt/kindergeld-zpd-hamburg. Alternatively, families are also granted special income tax allowances to take account of dependent children. You can obtain the application form for child allowance from the Employment Agency. It is also available online from www.arbeitsagentur.de.

Childcare (Kinderbetreuung)

There are various forms of daycare available for children for all age groups. In Germany every child older than one year is entitled to get a place in one of the daycare centers. Depending on the type of the institution and the place where you live there may be a certain financial support available by the state, like Hamburg's voucher system (*Gutscheinsystem*). You are advised to register for a place at one or more childcare institutions as early as possible, since many places have waiting lists.

The following types of daycare centers exist:

For the under-3s: Toddler groups, child minders, playgroups, crèches, and kindergartens for mixed age groups.

From 3 years to starting school: Kindergartens, other types of pre-school institution that prepare children for school, and child minders

From school age: Full-day school, day nursery, and supervised homework clubs

Contact to official authorities and further information sources

- www.bamf.de/EN/Willkommen/KinderFamilie/kinderfamilie-node.html
- www.arbeitsagentur.de
- english.hamburg.de/welcome-center
- www.hamburg.de/wirtschaft/hamburg-psc
- www.hamburg.de/elterninformationen
- www.hamburg.de/familie-beruf
- www.hamburg.de/jugendaemter
- www.familien-wegweiser.de
- Hotline: +49 40 115
- www.vaeter.de



Family Services @ SFB

The SFB – together with DESY and Universität Hamburg – support families in the following aspects:

Flexible working hours: DESY and the UHH support families by offering regulations for part-time work, telework and home office. Contact your supervisor and your HR department for details.

SFB Schedules: The SFB 676 tries to schedule important meetings and seminars at family-friendly times. If you become aware of any major scheduling conflicts, please inform the board or send an email to sfb676@desy.de.

SFB childcare: The SFB 676 offers support for childcare in exceptional cases outside regular opening hours (generally 9 a.m.–5 p.m.), if the child is placed in a childcare institution and the emergency childcare is necessitated by SFB relevant project work. Also, support is available during local and external conferences. Please note that private childcare cannot be supported.

Getting help: You are entitled to use the database Betreut.de with your DESY account in order to get local offers for nursing, child care and household help. Be aware that this database also contains private offers. If you are a PI or Young Investigator Group leader and a parent of under-3s, you can apply for funding of a student helper for administrative work during peak times.

Parent-Child-Offices: There are two parent-child-offices available at campus Bahrenfeld. The room 111 in building 67 at the UHH Institute for Experimental Physics is designated as a rest area for pregnant and breastfeeding women and as a workplace for parents with children. DESY offers a parent-child-office in room 001 in building 6.



Kindergarten: DESY runs an on-site kindergarten which is open between 8 a.m. and 6 p.m. There is a waiting list for regular places. In emergency cases exceptional day care can be arranged. Please inform them as early as possible. More information is available at kinderwelt.desy.de.



Further inquiries

Some valuable information can be found on the website of the SFB 676 at sfb676.desy.de. See in particular the sections “Equal Opportunity” and “Career Opportunities”. You can also contact the SFB directly at

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Dr. Michael Grefe
Luruper Chaussee 149, 22761 Hamburg
Phone: 040 8998-2151
Email: sfb676@desy.de
Web: sfb676.desy.de

Universität Hamburg aims to strengthen the compatibility between workload and family life as an integral part of the university culture. In January 2012, the University consequently established the “Familienbüro” (Family Office) as a point of contact, a source of advice and information for students, scientific, administrative, and technical staff at the University. The main task of the Family Office is to coordinate all information about balancing work and family life. For example the internet pages contain all current advising services and their network can be used to help you find the best contacts to assist you in finding the right solution for your individual needs. Contact information:

Familienbüro, Universität Hamburg
Ms. Carolin Steinat
Mittelweg 177, 20148 Hamburg
Phone: 040 42838-9322
Email: familienbuero@uni-hamburg.de
Web: www.uni-hamburg.de/en/familienbuero.html

For any questions on equal opportunity measures at Universität Hamburg or DESY contact:

MIN-Gleichstellungsreferat, Universität Hamburg
Rothenbaumchaussee 19 (Room 207), 20148 Hamburg
Phone: 040 42838-8398
Email: Gleichstellung.MIN@uni-hamburg.de
Web: www.min.uni-hamburg.de/en/ueber-die-fakultaet/gleichstellung.html

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