

## 10 steps to parental leave @ UHH

All employees at the University of Hamburg, regardless of nationality, are entitled to maternity leave (for mothers) and to parental leave (for both, mothers and fathers). Please proceed as follows:

1. Notify your group leader/supervisor about pregnancy/the wish to take parental leave:
  - > the start and duration of your parental leave
  - > remind your superior, that there is a guideline from Department 6 on how to regulate temporary replacement of group members during maternity leave and discuss with her/him
  - > whether you can return back to your current job after parental leave
  - > the possibilities of how to stay in touch and continue to participate actively, e.g. in relation to research and teaching
2. Contact your Human Resources (HR) officer in charge in Department 6 for advice on formal procedures.
3. Submit the "Mutterpass"/pregnancy record booklet (which you receive from your doctor) to your HR officer in charge. Clarify whether there is a hazardous situation at work that has to be taken into account during pregnancy (e.g. work in a lab with chemicals).
4. Make a decision: parental leave without work load or parental leave in part-time and for how long?  
Mothers and fathers are entitled to take unpaid parental leave from work in order to raise a child for a total of 36 months until the child's third birthday. The first 24 months have to be fixed with your employer immediately, the remaining 12 months you can decide on later and even transfer them until your child's eighth birthday.  
Option during parental leave: Part-Time-Employment up to 30 hrs/week. Ask your HR officer for forms.

*Note: For the first twelve to fourteen months of parental leave, parents are eligible for "Elterngeld"/ parental allowance from the state. This is not done by UHH or your HR officer, but by yourself! Please consult the authorities responsible for your district: <http://www.hamburg.de/bezirke/>  
Furthermore, parents are entitled to "Kindergeld"/child allowance payable until the child's 18th birthday, if the child lives in Germany. Apply for child allowance from the family benefits office at the Employment Agency or the Familienkasse Hamburg, <http://www.familienkasse-info.de/>. Again, this you need to apply for yourself, not via UHH or your HR officer.*

5. Inquire with your HR officer in charge what your options are to extend the employment due to maternity leave/parental leave. (An extension may also be granted for the care of children under the age of 18.)
6. Send the application for the parental leave to your HR officer. Please note: it needs to be filed in writing to the HR officer seven weeks prior to the expected starting date of your parental leave at the latest.
7. Your HR officer will send you a confirmation for the parental leave.
8. If possible, file also a written request to your HR officer to extend your employment accordingly (cf. 5.).
9. If applicable, your HR officer will send you a confirmation for the employment extension.
10. Send the birth certificate of your child to your HR officer and notify him/her about your current address, email and phone number during parental leave.

**Detailed information around childcare, etc. can be found on the website of the Family Office at UHH:**

[http://www.uni-hamburg.de/familienbuero\\_e.html](http://www.uni-hamburg.de/familienbuero_e.html)