

## 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)



- Where can I find counseling and childcare services?
- Where can I find baby-changing facilities?

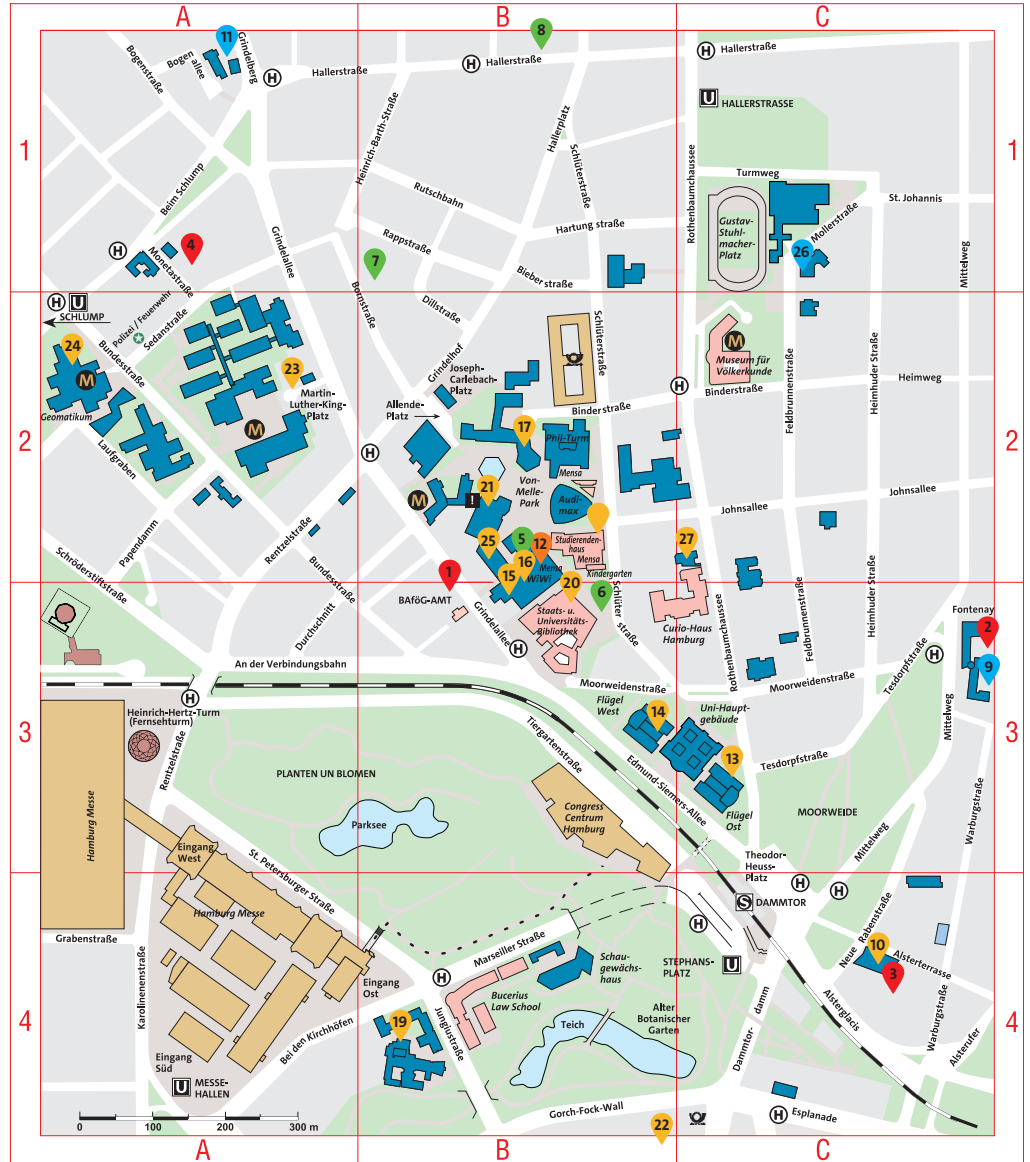
This map is an initiative of the Family Office at Universität Hamburg. You can use it to find all of the important locations on our family-friendly campus.

**LEGEND**

- COUNSELING AND ADVISING SERVICES
- CHILDCARE SERVICES
- PARENT-CHILD ROOMS / TOY BOXES
- FAMILY-FRIENDLY CAFETERIAS
- BABY-CHANGING
- NURSING FACILITIES

**NOT ON THIS MAP**

- **CAMPUS BAHRENFELD:** Advising services on equal opportunity matters and work-life balance, House 68, room 129 / SFB 925 - house 69, room 221 / CUI-Office-house 61, room 25
- **CAMPUS BAHRENFELD:** Parent-child-room, house 67, room 111. Parent-child office, house 6, room 001
- **CAMPUS STELLINGEN:** Zwischenspeicher (family room), nursing and changing facility, Informatikum, house C, room 120
- **ÜBERSERRING 35:** Parent-child-room, first basement, room 01042
- **UKE:** Room for nursing and taking care of babies and small children, N55, Room 01.09.01, First Floor
- **UKE:** Changing table, N55, Ground Floor Foyer
- **UKE:** Kita UKE, Martinistr. 52, 20251 HH, Childcare/ Weekend Service
- **KITA DIE STIFTE,** Stiftstr. 69, 20099 HH
- **CAMPUS, VAR. LOCATIONS:** mobile toy boxes contact: familienbuero@uni-hamburg.de
- Additional services provided by Studierendenwerk Hamburg: Students with children up to the age of twelve just need to show their child's Youngster-Card to receive a free meal at all dining halls and at the cafés „Canela“, „dellArte“ and „Alexanderstraße“.



BUILDING	INSTITUTION	STREET	LOCATION	POSITION
1	Studierendenwerk Hamburg	Housing, finances, and family services; social and international matters	Grindelallee 9	B3
2	University Administration	Family Office	Mittelweg 177	Ground Floor, Room N-0063
3	Campus Center	Center for Academic Advising and Psychological Counseling (ZSPB)	Alsterterrasse 1	C4
4	Career Center	Advising on career and family matters	Monetastr. 4	A1
5	WiWi-Bunker / AstA-Trakt	UniEltern - counseling and childcare services	Von-Melle-Park 5	Opposite AstA Info-Cafe
6	Kita KinderCampus	Childcare center / Weekend Service	Schlüterstraße 7	Casper Campus Spielgruppe (playgroup)
7	Kita Bornstraße	Childcare center	Bornstraße 2	B3
8	Kita Hallerstraße	Childcare center	Hallerstraße 58	B1
9	University Administration	Parent-child room (for employees)	Mittelweg 177	Ground Floor, Room S-0014
10	Center for Academic Advising	Changing table	Alsterterrasse 1	Fourth Floor (wheelchair-accessible restroom)
11	Cluster of Excellence CIISAP	Parent-child room (for employees)	Grindelberg 5/7	Room 1007
12	Campus dining hall	Play area and baby-food/-bottle warmer available	Von-Melle-Park 5	B2
13	ESA 1 East Wing	Changing tables	Edmund-Siemers-Allee 1 Ost	mens restroom Ground Floor
14	ESA 1 West Wing	Changing tables	Edmund-Siemers-Allee 1 West	womens restroom Ground Floor
15	WiWi-Bunker	Changing tables	Von-Melle-Park 5	Stairs B, Fourth Floor in front of the restrooms
16	WiWi-Bunker / AstA-Trakt	Nursing and changing facility	Von-Melle-Park 5	Key available from UniEltern
17	EPB-Building	Changing facility	Von-Melle-Park 8	Changing Table, Wheelchair Restroom, Ground floor, accessible toilet (pick up key from custodian)
18	Studierendenhaus cafeteria	Changing table	Von-Melle-Park 2	Ground Floor (next to wheelchair-access. restroom)
19	Department of Physics	Nursing and changing facility	Jungiusstraße 9	House 9, Room U27 (First Aid Room)
20	State- and University Library	Changing table	Von-Melle-Park 3	Women's restrooms on ground floor
21	VMP 9	Baby-changing and nursing mother room	Von-Melle-Park 9	Next to the reception
22	Welckerstraße 8	Quiet room / baby-changing facility	Welckerstraße 8	Room 5.11
23	Department of Chemistry	Changing tables	Martin-Luther-King-Platz 6	Women's and men's restrooms lecture hall lobby
24	Geomatikum	Changing tables	Bundesstraße 55	men's / women's restrooms first floor
25	Fachbereich PB	Parent-child room / nursing and changing room	Von-Melle-Park 5	Stairway B, fourth floor (women's restroom)
26	Fachbereich PB	Parent-child room	Mollerstraße 10	Room K02
27	Faculty of Law, Central Law Library	Parent-child room	Rothenbaumchaussee 33	in Room B106