

## Planning a family-related absence (family break) (E.g. parental leave) - Tips and advice for employees



We recommend seeking an early conversation with your supervisor, to talk about and plan the time when you will be absent. The content of your conversation should be matched and documented, so that in retrospect your arrangements with your supervisor are clear.

### Advice for employees:

Seek dialogue with your supervisor as early as possible.

Talk about the following topics:

- The duration of your absence (from-to)
- Plan your downtime and replacement → Distribution of your tasks during your absence etc.
- Are there any topics you would like to be informed about during your absence? (E.g. conferences, trainings, staff-meetings, new projects etc.)  
→ For this matter we have created the questionnaire „DESY Stay in Touch“, here you can state which topics are of importance to you. You find the questionnaire following this link:  
[http://v2.desy.de/informationen\\_fuer\\_alle\\_mitarbeiter/index\\_ger.html](http://v2.desy.de/informationen_fuer_alle_mitarbeiter/index_ger.html)  
Your supervisor will choose a god-parent for you (if you are interested) and she/he will keep you informed about the topics that you marked on the questionnaire.
- Talk to your supervisor about training opportunities during your absence  
Are there trainings in the planning that are of interest to you? Or are there conferences that you want to visit?
- Are you interested in staying in touch with your supervisor? If that is the case clarify the periods (when) and frequencies (how often).
- Make an appointment with your supervisor or decide on a confirmation date.  
Here you can discuss when you will be returning to your work place.
- Check flexible work models with your supervisor. What options are there in the team? Are you planning to return in full- or part-time? Is home-office possible in your team? Etc.

### **General information about training opportunities and childcare**

#### Training opportunities – despite absence

DESY offers its employees the opportunity to participate in trainings during your parental leave/or a care period.

#### **Meeting the costs:**

The cost of trainings (registration fee, travel expenses, etc.) are paid by your department/group (only for trainings, that are of benefit for and endorsed by DESY as the employer, not for private trainings).

#### **Insurance cover:**

Insurance cover is given for any work-related training either on the DESY premises or off-site. During private training employees are accident-insured via their insurance institutes.

### **Childcare in general:**

DESY offers the support of a Family Service. This service includes using a database to find the family support you are looking for. For further information please visit: <http://wps.care.com/desy/en/start/>  
Using the database is free of charge but becoming a client you have to pay for the service you book.

### **Reimbursement of childcare expenses for attending official business trainings:**

The reimbursement of childcare costs is carried out at a height of up to 6, 00 € per hour or a maximum of € 36.00 per day. Further information can be found on the intranet-site of the HR-Department: [http://v2.desy.de/formulare\\_der\\_personalabteilung/index\\_ger.html](http://v2.desy.de/formulare_der_personalabteilung/index_ger.html)  
„Kinderbetreuung/Antrag auf Erstattung“

### **Childcare during conferences or emergency childcare:**

If you want to make use of childcare during a conference you have to register four weeks in advance. This is necessary because staff must be booked. The costs depend on the availability of staff. The costs for emergency childcare amount to 11 € per hour for the parents, the costs also depend on the availability of staff.

Contact person: Steffi Killough, Tel.: +49-40-8998-3401, [steffi.killough@desy.de](mailto:steffi.killough@desy.de)

If you have any questions concerning this guideline please contact: [personalentwicklung@desy.de](mailto:personalentwicklung@desy.de)