



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

You are being informed by your employee, that she/he will be absent for a certain period of time due to family-related reasons (e.g. parental leave or care period). Take some time for a detailed talk together with your employee. Record the results of your conversation in writing.

### We recommend to talk about the following topics with your employee:

- Intended duration of the absence
- Plan your employee's downtime: Deputy Regulations in your team etc.
- Clarify with your employee if she/he likes to be informed about certain work-related topics, like conferences, trainings, staff meetings, new projects in the team etc.  
→ You can hand-over the questionnaire "DESY Stay in Touch", here the employee can state which topics are of interest for her/him.  
You find the sheet here:  
[http://v2.desy.de/informationen\\_fuer\\_fuehrungskraefte/index\\_ger.html](http://v2.desy.de/informationen_fuer_fuehrungskraefte/index_ger.html)
- If your employee is interested in being informed you can choose a mentor in your team who takes on the task (or you can take on the task yourself)
- Talk about reconciliation of work and family life (Are there flexible work-hour models in your team? Is working part-time or home-office possible? Etc.)
- Is a regular contact between you and your employee required (e.g. to improve planning)?
- Clarify with your employee when she/he is going to be back at work (if that has not been clarified previously or if a change of plan occurs). Arrange a telephone appointment or a confirmation date
- **P**lan together with your employee her/his re-entry after the family break

In the following text you will find information on training opportunities and childcare. You can pass this information on to your employee. This information might also be helpful for answering questions you might be confronted with.

### Training opportunities – despite absence

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

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

The cost of trainings (registration fee, travel expenses, etc.) are paid by the 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 the client has to pay for the service she/he books.

### **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 your employee wants to make use of childcare during a conference she/he has 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)