

Scientific career and parenthood

Balancing career and parenthood at DESY

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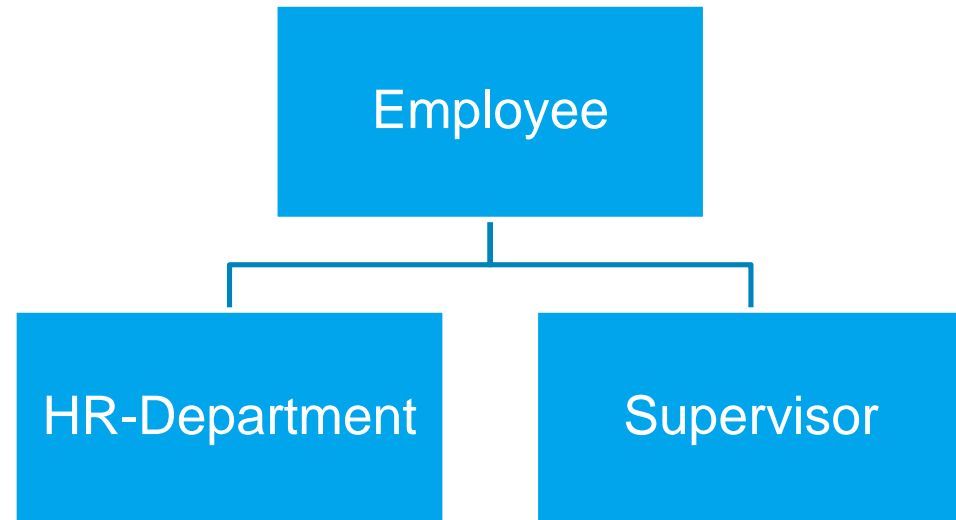
Balancing career and parenthood at DESY
Hamburg, November 19, 2015

1. Parental leave – Who should be informed?

The colleagues from the human resource department are your first point of contact for questions and advice on employment.

They will advise you on matters such as parental-leave, part-time parental-leave, flexible working-hours, contract extension WissZeitVG, etc.

If you are planning to take parental leave please inform the human resource department as well as your supervisor.



Your HR-adviser:

You find the contact person responsible for your group following this link:

http://v2.desy.de/ihre_ansprechpartner_in_der_personalabteilung__reisestelle__zust_aendigungen/index_ger.html

2. Consulting the HR-department – topics I

- The HR department is your first contact point for advice and support
 - Maternity leave: Notify your HR officer in charge and have a close consultation
 - Submit the "Mutterpass" pregnancy record booklet
- Health management
 - The HR-Department will advise you to get in touch with the company doctor
 - Company doctor: Clarification whether there is a hazardous situation at work that has to be taken into account during pregnancy (e.g. working in a lab)

Medical Service (BA)
Web: <http://ba.desy.de>
Mail: betriebsarzt@desy.de
Tel.: +49 40 8998-2171

Where: Building 1, Basement
When: Mo.-Fr. 8 – 4 p.m.,
Appointment recommended!



2. Consulting the HR-department – topics II

➤ Parental leave

- Requires application for release from work in writing to be handed to your HR officer **7 weeks prior to the parental leave**, state the period of time
- Up to 36 month, 12 month can be transferred until the child turns 8
- Splitting your parental leave:
 - For children born before the 1st of June 2015: two periods
 - For children born at/after the 1st of June 2015: three periods
 - Further periods are only possible in agreement with the employer

Recommendation:

- If possible, think carefully how parental leave is to be taken when filling in the 1st application
- Advantage: 1st application must be approved. When subsequent applications are made, the employer can make changes, if good reasons are given



2. Consulting the HR-department – topics III

➤ Part-time parental leave

- Request to work part-time: Requires application in writing 7 weeks prior to the start of work
- Options during parental leave: Employment up to 30 hrs/week, minimum 15 hrs./week (BEEG §15 paragraph 7, sentence 1)
- Is also taken into account in the extension of the employment contract according to WissZeitVG
- Partial entitlement to parental allowance (“Elterngeld”) is retained

➤ „Act of Academic Fixed Term Contract“ (in German: Wissenschaftszeitvertragsgesetz, WissZeitVG)

Contract extension:

- Submit written application for an extension of the fixed-term contract as per WissZeitVG for the duration of parental leave and maternity leave to your HR officer
- It is best to file both applications at the same time → Advantage: Only ONE application procedure to go through
- The application must be approved by the employer



2. Consulting the HR-department – topics IV

➤ Family component WissZeitVG

- The total duration (“12 year rule”) of the fixed term may be extended by 2 years for each child (you have to make a written informal request)
- Prerequisite: Agreement between employer and employee that this is to be claimed

➤ Flexible working hours

- DESY tries to take the employee's wishes into account, where possible
- Trust-based working hours
- Home office in agreement with the supervisor

Part-time:

- Reduction of working hours either by working fewer hours a day or working fewer days a week
- Consideration of the employee's needs as far as possible



2. Consulting the HR-department – topics V

➤ Kindergarten

- Located on the DESY campus
- Full-day care at nursery - child must be one year old! - and elementary level
- Get into contact as early as possible with the nursery to arrange a space
- Attention: Waiting list is long!

Important contact with helpful information: International Office (I.O.)
International.Office@desy.de
Steffi Killough (manager)
Tel.: 040 8998-3401



3. Talk to your supervisor – tips and advice

- Seek dialogue with your supervisor/groupleader as early as possible

Talk about the following topics:

- Duration of your absence (from-to)
- Plan your time of leave
- Topics you would like to be informed about during your absence?(E.g. staff-meetings, new projects etc.) → fill in the DESY questionnaire “[Stay in Touch](#)”, your supervisor will choose a mentor for you (if you are interested) and she/he will keep you informed.
- Talk about training opportunities
- Are there conferences you would like to attend?
- Are you interested in staying in touch with your supervisor? Clarify periods and frequencies
- Talk about you re-entry, check flexible work models with your supervisor (part-time, home office etc.)



4. DESY questionnaire – „Stay in Touch“

Brief overview of the DESY questionnaire „Stay in Touch“

Topics:

Would you like to be informed about:

- ✓ Staff meetings
- ✓ Trainings
- ✓ Conferences
- ✓ New projects
- ✓ DESY events (E.g. lectures, symposiums, open days etc.)
- ✓ EDU-training programme
- ✓ ?

Would you like to receive:

- ✓ DESY inForm (PR)
- ✓ DESY intern (BR)
- ✓ FEMTO
- ✓ ?

DESY - „Stay in Touch“

Planning a family-related absence (e.g. parental leave)



Dear colleague,
You will not be at DESY for a longer period of time. If you are interested in receiving DESY news, participating in trainings, staff-meetings or visiting conferences while you are e.g. at parental leave, we kindly ask you to fill in the questionnaire below. Your supervisor will choose a god-parent for you, who will keep you informed during your absence (if you wish to be informed).

Personal data:

Date:
Surname:
First name(s):

Group:

Do you wish to receive DESY information (from your group and DESY in general) during your absence?

Please tick the appropriate box.

- Yes
- No



5. Tips and advice for supervisors

➤ Take the time for a detailed talk with your employee

Important topics are:

- 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
- You can hand-over the questionnaire "DESY Stay in Touch", here the employee can state which topics are of interest for her/him
- 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/wished by the employee (e.g. to improve planning)?
- Plan together with your employee her/his re-entry after the family break



6. The information can be found @

V2- Intranet Site

The leaflet „Planning a family-related absence“ with tips and advice, and the DESY questionnaire „Stay in Touch“, can be found at: http://v2.desy.de/informationen_fuer_alle_mitarbeiter/index_ger.html

For supervisors:

http://v2.desy.de/informationen_fuer_fuehrungskraefte/familiaer_bedingte_abwesenheiten_planen_tipp_s_und_empfehlungen_fuer_fuehrungskraefte/index_ger.html

If you have any further questions please contact: personal.abteilung@desy.de

You can find general information on work life balance at DESY on the homepage „work and private life“.

Link: http://www.desy.de/index_eng.html

Thank you for your attention 😊



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