

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

Family-friendly University Map

Many departments and central institutions at Universität Hamburg offer facilities that assist all members of the University in combining their careers and/or studies with family life. This map provides an overview of facilities for babies and nursing mothers as well as counseling and childcare options at Universität Hamburg.

Your Family Office

www.uni-hamburg.de/familienbuero

Legend

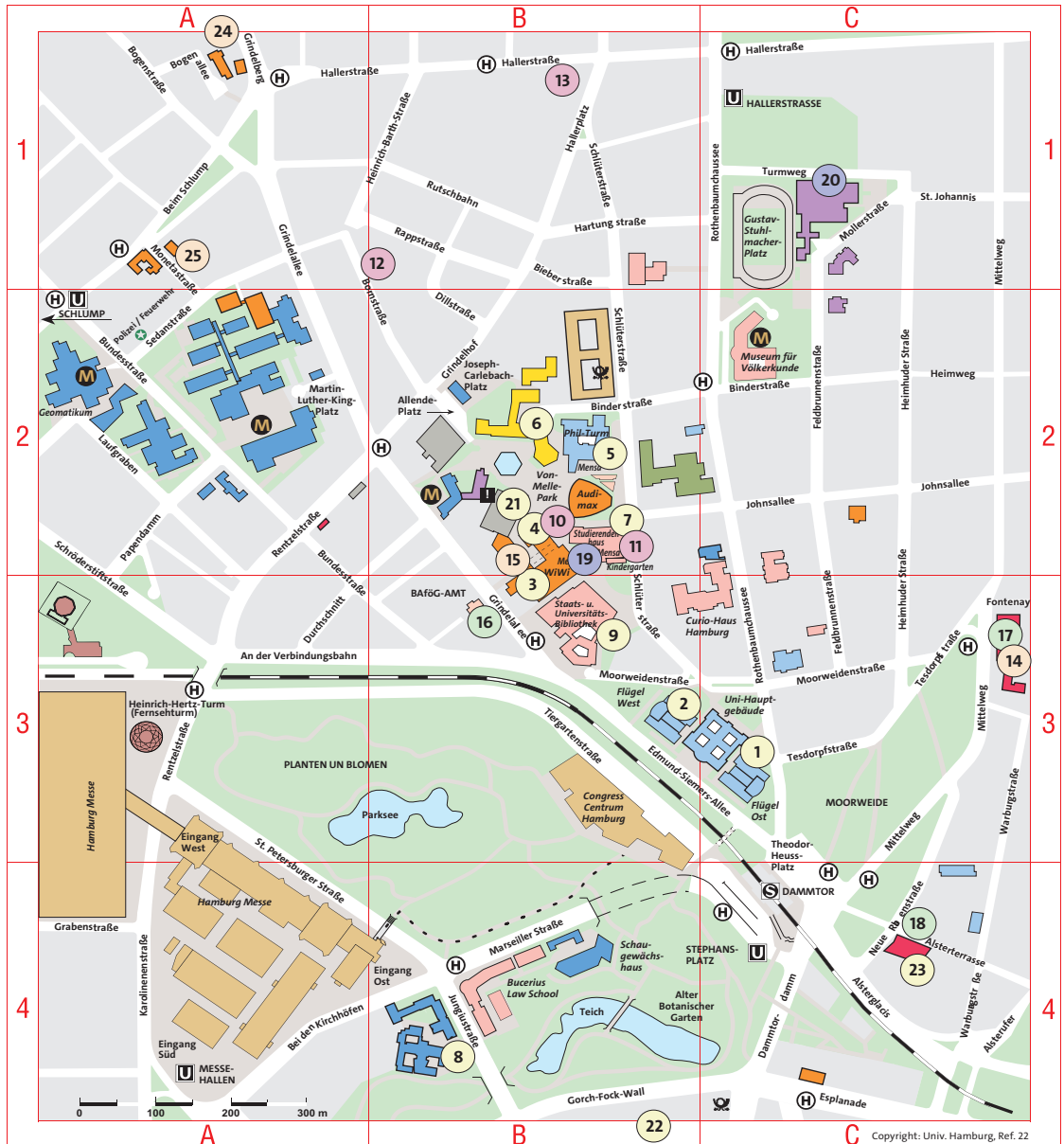
Baby-changing and nursing mother facilities
Childcare options (regular)
Family-friendly work
Counseling
Other

Not on this map

- Bahrenfeld Campus: Quiet and nursing mother room, House 67, Rm 111
- Stellingen Campus: Zwischenspeicher (family room), nursing mother and baby-changing room, Informatikum, House C, Room 120
- 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
- Kita Die Stifte, Stiftstr. 69, 20099 HH

Additional services: Studierendenwerk Hamburg supports students with children by providing meals for children free of charge. Children up to the age of 12 years who show their Youngster-Card will receive a free meal at all dining halls and at the cafés Canela, dellArte, and Alexanderstraße.



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Institutions	Street	Location	Position
1 ESA 1 East Wing	Edmund-Siemers-Allee 1 Ost	Women's toilets on ground fl. & men's toilets on 1. fl.	C3
2 ESA 1 West Wing	Edmund-Siemers-Allee 1 West	Women's toilets on first floor	B3
3 WiWi-Bunker	Von-Melle-Park 5	Stairs C, in the women's toilets	B2
4 WiWi-Bunker/ASTA-Trakt	Nursing mother & baby-changing room	Key available from UniEltern	B2
5 Phil-Turm	Nursing mother & baby-changing room	4. Floor, Rm 424 (key at reception on ground floor)	B2
6 Faculty of Education	Baby-changing room & children's toilet	Von-Melle-Park 8	Ground Floor
7 Mensa (student dining hall)	Changing table	Von-Melle-Park 2	Ground Floor (next to wheelchair-accessible toilet)
8 Department of Physics	Nursing mother & baby-changing facility	Jungiusstraße 9	House 9, Room U27 (First Aid Room)
9 State and University Library	Changing table	Von-Melle-Park 3	Women's toilets on ground floor
10 WiWi-Bunker/ASTA-Trakt	UniEltern	Von-Melle-Park 5	Opposite ASTA Info-Café
11 Kita KinderCampus	Childcare center	Schlüterstraße 7	B2
12 Kita Bornstraße	Childcare center	Bornstraße 2	B1
13 Kita Hallerstraße	Childcare center	Hallerstraße 58	B1
14 University Administration	Family room (for employees)	Mittelweg 177	Ground Floor, Room N-0012
15 WiWi-Bunker	Family room	Von-Melle-Park 5	Room 0040
16 Studierendenwerk Hamburg	Advisory Service Accommodation, Finances	Grindelallee 9	B3
17 University Administration	Family Office	Mittelweg 177	Ground Floor, Room N-0063
18 CampusCenter	Center for Academic Advising and Psychological Counseling	Alsterterrasse 1	C3
19 Campus dining hall	Play area and loan of baby-food/-bottle warmer available	Von-Melle-Park 5	B2
20 Sportpark Rothenbaum	Family-friendly sport	Turmweg 2	Turnhalle (gymnasium)
21 VMP 9	Baby-changing and nursing mother room	Von-Melle-Park 9	Ground Floor, Room 029c
22 Inst. for Marketing & Media	Quiet room/baby-changing facility	Welckerstraße 8	Room 5.11
23 Center for Academic Advising & Psychological Counseling (ZSPB)	Changing table	Alsterterrasse 1	Fourth Floor (wheelchair-accessible toilet)
24 Cluster of Excellence ClISAP	Family room (for employees)	Grindelberg 5	Room 107
25 Career Center	Vocational careers advisory service and family matters	Monetastr. 4	A1