

Dear parents,

with this information we want to help (expectant) mothers and fathers at Heidelberg University to cut through the red tape jungle concerning regulations and benefits for parents and families in Germany. Therefore the following pages provide you with information about maternity and parental leave and available subsidies.

## **Maternity Leave and Maternity Pay**

As a mother who is an employee you have the statutory right to **Maternal Leave (Mutterschutz)**.

From 6 weeks before until eight (12 weeks in case of premature or multiple birth) weeks after your baby's due women can call upon Maternal Leave and benefit from several protection provisions (for more information, please contact the Equal Opportunities Office, see Address above).

The legal protection of working mothers applies to expectant mothers, who

- are part-time or exclusively marginal employed jobholders,
- are in apprenticeship and with fixed term work contracts,
- are in probation and with permanent work contracts,
- have legal fixed term contracts
- employees in public service including student and graduate assistants.

**Telling your employer** that you are with child is very important because there a several rights your employer must provide (for further information, please contact Kinderhausbüro or Service für Familien). With providing notice to your employer until 4 month after the baby's birth you are protected from suffering a dismissal (for detailed information, please contact the German Ministry of Economy and Employment, see Address below).

After being informed, the employer must forward the information to the Employment Protection Office (Arbeitsschutzämter) or the Business Supervisor's Office (Gewerbeaufsichtsämter).

As an employee you are entitled for **Maternal Pay**. Soonest 7 weeks before your baby's due you can apply for this subsidy. The compulsory health insurance fund pays a minimum of 13 Euros per day; the full amount of your maternity pay depends on your employer but must be at least up to your 13week wages average or your average income during the last three month before pregnancy (for comprehensive information, please contact the German Ministry for Families, Seniors, Women and Youths, see Address below).

## Parental Leave and Parental Allowance

Within the first three years after childbirth, employees have the statutory right to demand a time off work in order to care for their child (Parental Leave / Elternzeit).

To some extent, the parent who's taking parental leave receives a subsidy during parental leave:

Since January 2007 the pre-existing Erziehungsgeld is replaced by Elterngeld (Parental Allowance). This subsidy is paid during the time of Parental Leave -Base period for the subsidy is at least 2 month and at most 14 month.

Parental leave must be announced to your employer at the latest from 7 weeks before the date you are planning your off time from work. Furthermore you have to arrange with your employer for the period fixed for parental leave.

Provided that you

- have a residence or a residence permit that allows you to work
- and your child are living together
- care and educate your child
- do not work more than 30 hours during parental leave

you are entitled for **Parental Leave** and **Parental Pay** which is

- 67% of your 12month average net income
- a minimum of 300 Euros and a maximum of 1.800 Euros a month

Moreover, child allowance (Kindergeld) is paid to children (monthly amount for the first child: 154 Euros).

Now you that you have this briefing about described regulations and benefits we want to advise you gather comprehensive information adapted to your individual situation and requests.

Thereby we would like to assist you. If you are in need of any help or advice, please contact the Kinderhausbüro or the Gleichstellungsbüro at Heidelberg University.