



Parental Leave and Return to Work

Handout for Employees and
Supervisors

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PREFACE

Dear employed (expectant) parents,
Dear supervisors,

The birth of a child brings with it many changes, especially in one's private life but also in one's professional life. JGU wants to help parents with their start to parental leave as well as the subsequent return to work. At the same time, supervisors should be given as much information as possible so they can make concrete plans for things such as necessary substitutes.

The "Parental Leave and Return to Work" handout is intended to help JGU employees and management prepare for joint discussions and prevent possible conflicts that could arise due to different expectations. Of course, there are always uncertainties related to the birth of a child and the day to day of new parents. These should constantly and flexibly be responded to on an individual basis, so that the start of parental leave and return to work is successful for both employees and supervisors.

JGU wants to encourage supervisors and employees to work together and exchange ideas, ensuring for a successful work and family-life balance.

We, at JGU's Family Services Center, will gladly advise you on this topic.



Stefanie Schmidberger
Head of the Family Services Center



Ina Weckop
Staff member of the Family Services Center

TRANSLATION AID FOR THE ENGLISH EDITION

Where possible, we refer to English-language sources in the handbook, but most brochures and websites are only available in German. There is also no standard translation into English for some important terms, regulations and contact points in this handbook. To help you understand them, we have translated them for you; you will always find the official German term in brackets after the first use of the term. In addition, the following table will help you to find the correct German term for our English translation so that you can more easily find further information if necessary.

English	German
Academic Fixed-Term Contract Act	Wissenschaftszeitvertragsgesetz (WissZeitVG)
Basic Parental Allowance	Basiselterngeld
Child Benefit	Kindergeld
Conflict Counseling Center at JGU	Konfliktberatungsstelle JGU
Employment Agency	Arbeitsagentur
Family Benefits Office	Familienkasse
Federal Parental Allowance and Parental Leave Act	Bundeselterngeld- und Elternzeitgesetz (BEEG)
Human Resources, Personnel Affairs Division	Abteilung Personal, Referat Personalangelegenheiten
JGU's Family Services Center	Familien-Servicebüro der JGU
Maternity benefits	Mutterschaftsgeld
Maternity Leave Period	Mutterschaftsurlaub
Maternity Protection	Mutterschutz
Maternity Protection Act	Mutterschutzgesetz (MuSchG)
Maternity Protection Ordinance	Mutterschutzverordnung
Parental Allowance	Elterngeld
Parental Allowance Office	Elterngeldstelle
Parental Allowance Plus	ElterngeldPlus
parental leave	Elternzeit
Partnership Bonus	Partnerschaftsbonus
staff agreement for teleworking	Dienstvereinbarung Telearbeit
Vacation Ordinance	Urlaubsverordnung (UrIVO)

I WHAT DOES THIS HANDOUT OFFER ME AND HOW CAN I USE IT?

Introduction

- This handout is intended to support structured, open communication and planning regarding parental leave (*Elternzeit*) and the subsequent return to work. It is supposed to serve as a **guideline** for employees and supervisors.
- It is intended for (**expectant**) mothers as well as (**expectant**) fathers.
- The timeline of the conversations regarding parental leave and the return to work will vary from one situation to the next. Therefore, the **checklist** below is more general and aims to clarify questions that will arise before, during, and after parental leave. Whether it can provide definite answers, depends on the individual circumstances and will therefore vary from case to case.
- An initial conversation held as early as possible helps facilitate **planning** on both sides. However, the time before, during, and after the birth of a child comes with many uncertainties and can therefore only be partially planned. These uncertainties include, among other things, risks and specifics regarding the birth and coping with a new life situation as a whole. It is therefore important that both sides bear in mind that agreements are ultimately made on a provisional basis and cannot have a binding effect.
- Note: Most of the regulations in the Maternity Protection Act (*Mutterschutzgesetz, MuSchG*) also apply to female civil servants, according to Section 2 (1) of the Maternity Protection Ordinance¹ (*Mutterschutzverordnung*). Likewise, the regulations of the Federal Parental Allowance and Parental Leave Act (*Bundeselterngeld- und Elternzeitgesetz, BEEG*), which are relevant to parental leave, also apply to civil servants according to Section 19a et seq. of the Vacation Ordinance (*Urlaubsverordnung, UrIVO*)². Differences between employees and civil servants are indicated in the handout.
- In Appendix A, the **legal framework** regarding Maternity Protection (*Mutterschutz*), Parental Leave, and Parental Allowance Plus (*ElterngeldPlus*) is briefly summarized. It also contains references to further literature on the subject.
- The JGU's Family Services Center (*Familien-Servicebüro der JGU*) will be happy to advise with regards to **parental leave, returning to work, and work and family-life balance**, as well as to any other questions on this topic.
- **The contact person** for questions related to contract law is the staff member responsible for you in Human Resources, Personnel Affairs Division (*Abteilung Personal, Referat Personalangelegenheiten*). They also provide you with further general information.³
- If you are unable to reach a mutually agreeable solution with your supervisor, you can find information on opportunities for support on the website for the Conflict Counseling Center at JGU (*Konfliktberatungsstelle JGU*).⁴

1 Section 2 subsection 1 *Mutterschutzverordnung Rheinland-Pfalz*

2 Sections 19a et seq. *Urlaubsverordnung*

3 <https://www.verwaltung.personal.uni-mainz.de/> (only available in German)

4 <https://www.konfliktberatung.uni-mainz.de/> (only available in German)

II QUESTIONS EMPLOYEES SHOULD ASK THEMSELVES BEFORE TALKING TO THEIR SUPERVISORS

Discussion preparation for employees:
What is my personal plan?

- **When do I need to inform my supervisor of my pregnancy or upcoming parental leave?**
Pregnancy: According to the Maternal Protection Act, you are supposed to inform your employer, along with the anticipated date of birth, once you know you are pregnant. However, there is no fixed deadline, nor is there any obligation to report the pregnancy. Practically speaking, you need to find a good compromise for yourself. On the one hand, you decide when you are ready to report your pregnancy. On the other hand, JGU can only apply the MuSchG regulations, which serve to protect you and your unborn child, once you have officially reported your pregnancy. It is up to you whether you inform Human Resources, Personnel Affairs Division or your supervisor first. In any case, both must be notified of the pregnancy.
Parental Leave: You must apply in writing to Human Resources for parental leave for children, up to the age of three, at least seven weeks before the start of the leave. If you wish to take parental leave between the child's third and eighth birthdays, you must apply in writing to Human Resources at least 13 weeks before the start of the leave. You can find more information on parental leave in Appendix A.
- **Can my fixed-term contract under the Academic Fixed-Term Contract Act (*Wissenschaftszeitvertragsgesetz, WissZeitVG*) be extended?**
Depending on the type of fixed-term contract, it may be possible, under the WissZeitVG, for fixed-term employment to be extended by the period of time during which no gainful employment took place due to maternity and/or parental leave. Since this decision depends on the specific contractual situation, we recommend that you seek advice from Human Resources.
- **What is my plan for my future career?** Before talking to your supervisor, it may be a good idea to ask yourself if or in what capacity you wish to return to your job – also depending on your employment situation. Even if you do not bring this up in the conversation itself, it may be helpful for deciding on how you want to organize your parental leave.
- **How do my partner and I want to organize parental leave and our return to work?** It is also helpful to discuss the following questions with your partner before the conversation with your supervisor in order to determine where you have room for negotiations: What are our career goals? How will these affect our return to work? What are our options for a good work and family-life balance (i.e. part-time, childcare options etc.)? How would we like to organize childcare?
- **What are my areas of responsibility?** It can be helpful to note down your responsibilities before the interview, so you can provide your supervisor with an overview of tasks that will need to be taken over by someone else during your leave.
- It can also be helpful to approach your fellow colleagues who are also parents for an overview of any previous solutions used in your department.

III CHECKLIST FOR PARENTAL LEAVE AND THE RETURN TO WORK

You and your supervisor should clarify these questions together!

1. Length and timing of parental leave

When and for how long will the employee take parental leave? For more information on parental leave, see [Appendix A](#).

2. Handover and substitution

Who will take over your tasks and responsibilities during parental leave? How will the handover be structured in terms of time and content? What needs to be taken care of and clarified beforehand?

3. Keeping in touch during parental leave

If desired, how and how often can contact be maintained during parental leave? For ideas and suggestions, see [Appendix B](#).

4. Part-time work during parental leave

Does the employee wish to remain employed part-time during parental leave? If so, what is a realistic workload and time frame? One possibility may be for them to keep any tasks or projects without fixed deadlines and dates during parental leave. For more information on training during parental leave, see [Appendix C](#).

5. Working models after returning to work

Should working hours be adjusted after your return? If yes, to what degree? It is possible to reduce working hours or to work in part-time. Furthermore, under certain conditions, a portion of the work can be completed remotely (teleworking). For more information on part-time work and teleworking, see [Appendix D](#).

6. Measures for a good work and family-life balance

Which steps can be implemented for a good work and family-life balance? For more information, see [Appendix E](#).

IV MEETING MEMO for supervisors

What did we discuss?

Filling out this meeting memo is voluntary and not binding in any way. The requirements on the part of the employee can change at any time during the course of maternity and/or parental leave. The following questions are intended to make it easier for you, as a supervisor, to plan for your employee's absence due

to parental leave. They will guide you through the different phases (before/during/after parental leave) and the subsequent return to work. You can use the areas relevant to you and note down the contents of the discussion for your personal records.

Name of the employee:

Employed in (department/instate):

Supervisor:

Notification of pregnancy

took place on:

Notification to Human Resources

took place on:

I. Before parental leave filled out on:

Planning aid:

- At this point in time, for how long is your employee planning to take parental leave?

Please note that this may change during the course of the parental leave.

(presumably)

from

to

notes:

- Remaining vacation **days**
- Remaining over time **hours**
- Suggestions for dealing with remaining vacation/over time (e.g. take before/after maternity/parental leave) ?

- At this point in time, would part-time employment during parental leave be an option? Please note that this may change during the course of the parental leave. **yes** **no** **maybe/still unclear**
- If yes, who will be the substitution in case of illness?
- If yes, any more concrete ideas?

II. During parental leave filled out on:

Who will take over the responsibilities and tasks during parental leave?

- Name of the employee:

Notes:

- How will the handover be structured (in terms of time and content)? To what extent will the employee taking parental leave be involved in the training process?

- What absolutely must be done and clarified beforehand?

If the employee wishes to remain in contact with their department during their absence:

- How and how often can contact be established? By what means?

e-mail:

telephone:

weekly monthly quarterly
occasion-related, e.g.

- Other ways to stay in touch:

Contact person:

Parental newsletter (a type of monthly log, recording events within the department or unit, which can help keep parents on long-term leave updated)

Jour fixe

Team meetings

Participation in training and/or events

III. After parental leave/returning to work

filled out on:

Planning for the return to work:

- What suggestions do you have for the time after parental leave?

I am not sure yet

- Does the employee wish to work part-time after parental leave? **yes** **no** **maybe/still unclear**
- Does the employee wish to telework after parental leave? **yes** **no** **maybe/still unclear**

(provided the activity is suitable for this in accordance with the teleworking staff agreement)
<https://www.verwaltung.personal.uni-mainz.de/files/2019/12/DV-Telearbeit.pdf>, in German

If part-time:

- What suggestions does your employee have?

- As supervisor, what are the possible ways to implement these suggestions?

If teleworking:

- As supervisor, what are the possible ways to implement these suggestions?

IV. Next steps

Another appointment was made for:

- The following points are currently still open:

V. Changes at a later date

The following changes were decided upon during a later conversation on:

- Changes:

No changes



MEETING MEMO for employees

What did we discuss?

Filling out this meeting memo is voluntary and not binding in any way. Because your requirements may change at any time during the course of your maternity and/or parental leave, the information you provide (at this point in time) can only be provisional. The following questions are intended to make it easier for you as an

employee to plan your maternity and/or parental leave and subsequent return to work, guiding you through the various stages of this eventful time in your life. You can use the areas that are relevant to you and note down the contents of the discussion for your personal records.

I. Before parental leave

filled out on:

Planning guide:

- At this time, how long do you plan to take parental leave?

(Please note that this may change during the course of parental leave!)

(presumed)
from

to

notes:

- Remaining vacation

days

- Remaining over time

hours

- Suggestions for dealing with remaining vacation/over time (e.g. take before/after maternity/parental leave)?

- At this point in time, would part-time employment during parental leave be an option? (This may of course change again in the course of the parental leave.) **yes** **no** **maybe/still unclear**
- If yes, any more concrete ideas?

II. During parental leave Filled out on:

What absolutely must be done and clarified beforehand?

Would you like to stay in contact with your department during your absence? If yes, how and how often can contact be made?

e-mail:

telephone/mobile:

weekly **monthly** **quarterly**

occasion-related, e.g.

Other ways to stay in touch:

Contact person:

Parents newsletter (a type of monthly log, recording events within the department or unit, which can help keep parents on long-term leave updated)

Jour fixe

Team meetings

Participation in trainings and/or events

III. After parental leave/re-entry

filled out on:

Planning for the return to work:

- What suggestions do you have for the time after parental leave?

I am not sure yet

- | | | | |
|--|------------|-----------|--------------|
| ■ Would you like to work part-time after parental leave? | yes | no | maybe |
| ■ Would you like to telework after parental leave? | yes | no | maybe |

(provided the activity is suitable for this purpose in accordance with the teleworking staff agreement)
<https://www.verwaltung.personal.uni-mainz.de/files/2019/12/DV-Telearbeit.pdf>, in German

If part-time:

- What are your suggestions?

- What are your supervisor's ideas for implementing these suggestions

If teleworking:

- What are your supervisor's ideas for implementing these suggestions?

IV. Next steps

Another appointment was made for:

- The following points are currently still open:

V. Changes at a later date

The following changes were decided upon during a later conversation on

- Changes:

No changes

VI ADDITIONAL INFORMATION

Appendix

A Legal Framework – Short overview of Maternity Protection, Parental Leave, and Parental Allowance (*Elterngeld*)

You can find more information on the website of the JGU Human Resources, Personnel Affairs Division (sectioned in salaried employees and civil servants).⁵

Maternity Protection

Entitlement (Section 1 MuSchG)⁶

Law regarding the protection of mothers⁷ at work, during training, and at university.

Maternity Leave Period (*Mutterschaftsurlaub*): Six weeks before and eight weeks after the birth (Section 3 MuSchG)⁸

Working during the last six weeks before birth is only possible with the mother's permission, i.e. if she has explicitly stated that she wishes to continue working. This decision can be revoked at any time, effective immediately.

After the birth there is an absolute working prohibition of eight weeks (12 weeks for premature births, multiple births, and births of children with disabilities).

Protection Against Dismissal (Section 17 MuSchG)⁹

Protection against dismissal applies to pregnant employees and pregnant trainees, starting from the beginning of the pregnancy to four months after the birth. This rule does not apply to civil servants.

Parental leave

Entitlement & Application Deadline (Sections 15, 16 BEEG)^{10 11}

Employed parents, living in the same household as their child, responsible for their care and upbringing, are entitled to parental leave. As a general rule, their employer's approval is not needed. Parental leave can only be taken until the child's eighth birthday.

Generally speaking, parental leave must be registered

⁵ <https://www.verwaltung.personal.uni-mainz.de/tariffbeschaefigte/> and <https://www.verwaltung.personal.uni-mainz.de/beamte/> (only in German)

⁶ https://www.gesetze-im-internet.de/muschg_2018/_1.html (only in German)

⁷ According to Section 1 Subsection 4 MuSchG: This Act applies to all persons who are pregnant, gave birth or are breastfeeding, https://www.gesetze-im-internet.de/muschg_2018/_1.html (only in German)

⁸ https://www.gesetze-im-internet.de/muschg_2018/_3.html (only available in German). More information, also about different constellations regarding parental leave, can be found in "Leitfaden zum Mutterschutz" (only in German) by the BMFSFJ, 2020, p. 44.

⁹ Premature births according to the MuSchG are babies who were born before 37 weeks of pregnancy.

¹⁰ https://www.gesetze-im-internet.de/muschg_2018/_17.html (only in German)

¹¹ https://www.gesetze-im-internet.de/beeg/_15.html (only in German). See especially the regulations provided in Section 16 subsection 1 BEEG and the Brochure "So sag ich's meinen Vorgesetzten" (only in German) of the BMFSFJ, 2019.

seven weeks before the start of the leave and/or part-time work. If parental leave is to be taken between the child's third and eighth birthdays, a request must be made in writing, to the employer, at least 13 weeks before the start of the leave. Parents of children born after July 1, 2015, can divide their parental leave into three parts. If they wish to divide it up into more than three parts will require approval from their employer.

Occupation during parental leave (Section 15 Abs. 4 Satz 1 BEEG)¹²

Parents have the option to work up to 32 hours a week during parental leave.

Protection against dismissal (Section 18 BEEG)¹³

Those entitled to parental leave are protected against dismissal eight weeks before the start of the registered parental leave and lasting through until the end. This rule does not apply to civil servants.

Parental allowance and Parental Allowance Plus (Section 4 BEEG)¹⁴

Entitlement:

Parental leave is a benefit available to parents of infants and toddlers, helping them with the care and upbringing of their child. Parental allowance compensates parents making less income after the birth of their child because they are temporarily working less (part-time with a maximum of 32 hours a week) or not at all. Parental allowance helps provide new parents with financial security and is also available to parents without an income before the birth.

There are three variants of parental allowance: Basic Parental Allowance (*Basiselterngeld*), Parental Allowance Plus, and the Partnership Bonus (*Partnerschaftsbonus*) with the possibility of combining all the options.

Benefit duration:

Parental allowance is paid out for a period of twelve months. Two more months are added if the other parent reduces their working hours to take time off for their child.

In order to receive this benefit, the income of at least one parent must be less than it was before the birth due to, for example, parental leave or reducing to part-

time work. The total 14 months can be split between the parents, whereby one parent must use 2 months at least and 12 months at most. Parents who do not make use of their partner months are not eligible for the parental allowance for these two months.

As compensation for the loss of income, single parents receive the full 14 months of parental allowance, since they can also claim the partnership months for themselves.

Parental allowance can be paid out as a lump sum, in installments, or alternating with your partner's allowance. The Basic Parental Allowance can only be received during the child's first 14 months. After this period of time only the Parental Allowance Plus or the Partnership Bonus are available. The months in which parents receive maternity benefits (*Mutterschaftsgeld*) or other maternity payments will be subtracted from the Parental Allowance. During this time parents can neither receive the Parental Allowance Plus nor the Partnership Bonus.

Parental Allowance Plus is particularly worthwhile for parents who work part-time while receiving parental allowance, since it allows them to make better use of their parental allowance quota. The benefit duration is doubled, i.e. **one** Parental Allowance month becomes **two** Parental Allowance Plus months (therefore a maximum of 28 months). Just as with basic Parental Allowance, beneficiaries are entitled to work part-time for up to 32 hours a week.

The Partnership Bonus is a benefit for parents who equally share their family and professional responsibilities. As a Partnership Bonus, each parent may claim either two, three or four additional months of Parental Allowance Plus benefits. The following conditions have to be met:

Both parents claim the Partnership Bonus at the same time. You apply for the Partnership Bonus for at least two and at most four months. Those months need to be consecutive. During that time both of you work part-time, each of you at least 24 and at most 32 hours per week. If you are a single parent you can also claim the Partnership Bonus on your own. To that end, you only need to work between 24 and 32 hours per week.

To illustrate the difference, you will find a calculation example on the following page.

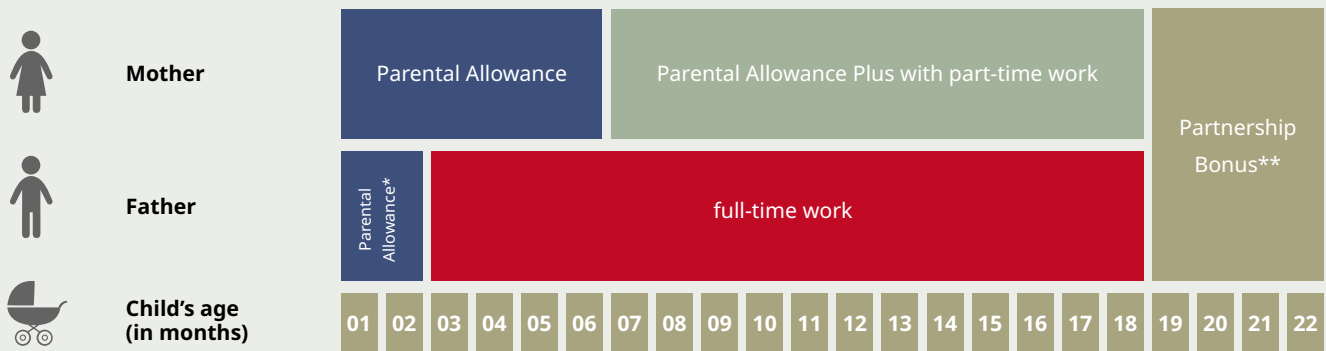
12 https://www.gesetze-im-internet.de/beeg/_15.html (only in German)

13 https://www.gesetze-im-internet.de/beeg/_18.html (only in German)

14 Parental Allowance, Parental Allowance Plus and Parental Leave" by the BMFSFJ, 2019 <https://www.bmfsfj.de/bmfsfj/meta/en/publications-en/parental-allowance-parental-allowance-plus-and-parental-leave-139912>, <https://www.bmfsfj.de/resource/blob/142786/217e77495dd90dd5b8f6cb3839339cf0/elterngeld-elterngeldplus-und-partnerschaftsbonus-flyer-englisch-data.pdf>

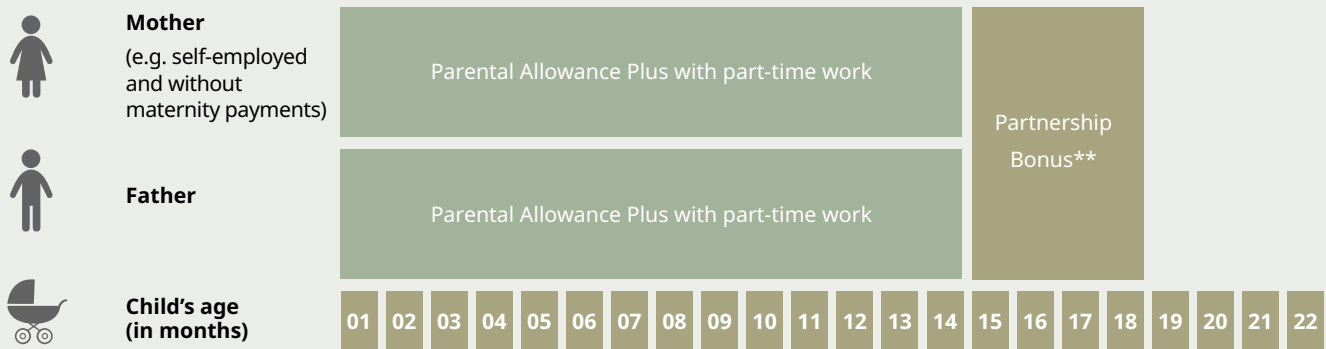
Example 1:

Possible combinations of Parental Allowance, Parental Allowance Plus, and the Partnership Bonus



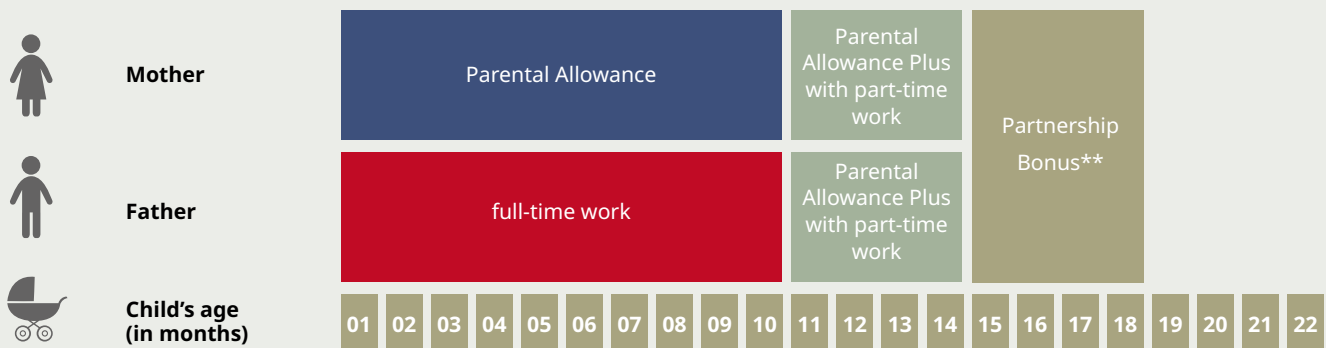
Example 2:

Possible combinations of Parental Allowance Plus and the Partnership Bonus



Example 3:

Possible combinations of Parental Allowance, Parental Allowance Plus, and the Partnership Bonus



* partner months ** Parental Allowance Plus per parent; part-time work 24-32h

Source: Brochure "ElterngeldPlus mit Partnerschaftsbonus" by the BMFSFJ, 2017, p.6 (only in German), own translation.

Chronological Overview – An Orientation Guide



Before the birth

After the birth

Announcement of the pregnancy

#1

Inform management and human resources* about the expected date of birth

#2

Collect information and plan meeting

#3

Plan your time frame until maternity leave (handover, remaining tasks)

7 weeks before birth

#4

Fathers must register for parental leave if it is to start right after the birth (if it's to start from the child's third birthday the registration deadline is 13 weeks before)

#5

Request maternity benefits at your statutory health insurance; submit medical certificate or proof from a midwife about the birth of the child

#6

If applicable, apply for part-time work after birth

After the birth

#7

Send a copy of the birth certificate to your health insurance

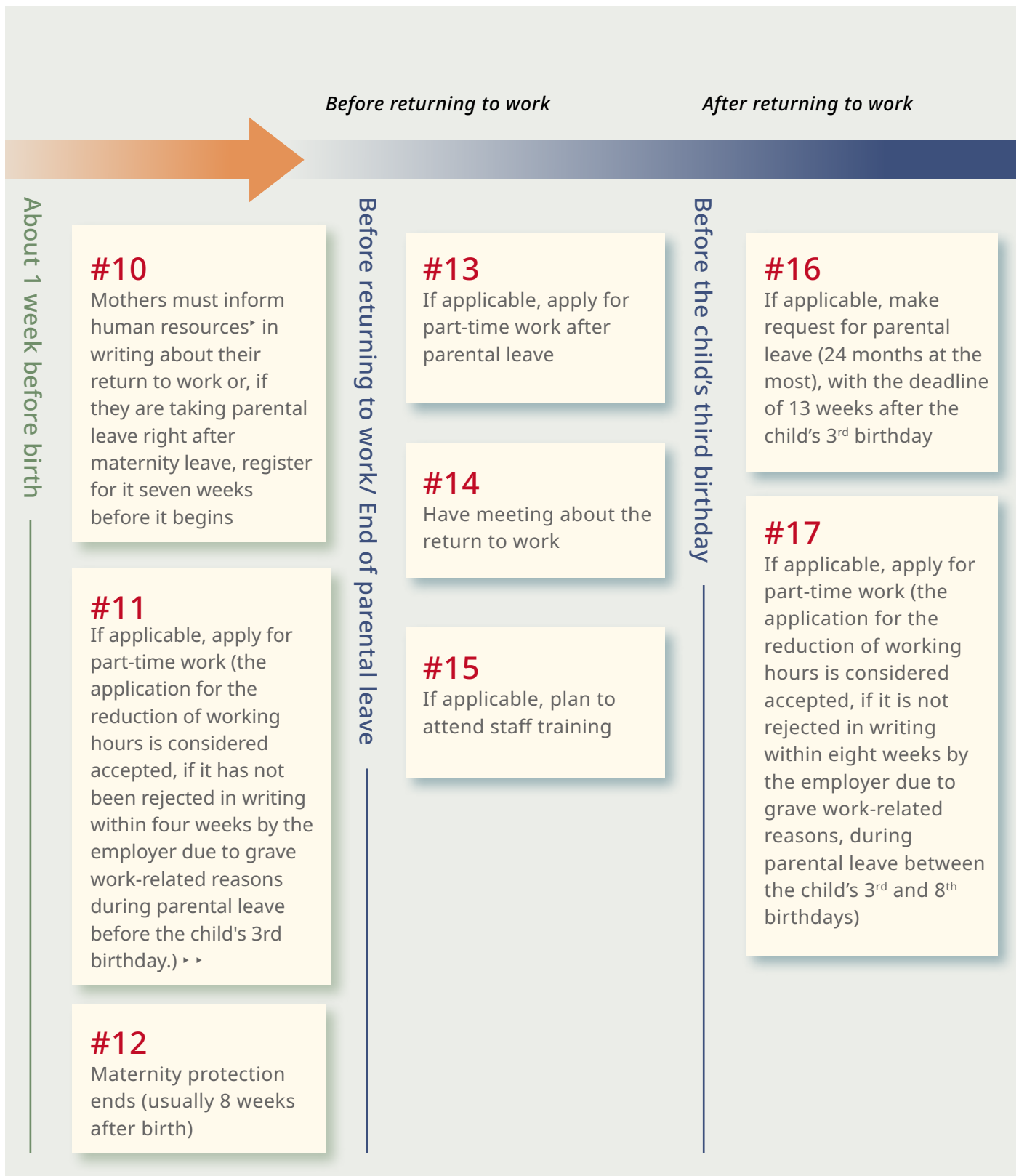
#8

Apply for child benefit (Kindergeld) at the Family Benefits Office (*Familienkasse*) of the respective Employment Agency (*Arbeitsagentur*) (if you apply later, retroactive payment will only be for the last six months)

#9

Apply for parental allowance at the Parental Allowance Office (*Elterngeldstelle*) (if you apply later, retroactive payment will only be for the last three months)

► at JGU: Human Resources, Personnel Affairs Division



▶ at JGU: Human Resources, Personnel Affairs Division

▶ ▶ This only applies for births on or after the 15th of July 2015 and if the legal entitlement to a reduction of working hours exists

B Keeping in Touch During Parental Leave?

Besides the necessary communication via e-mail and telephone, there are other options available to both the employee and workplace to help them stay in touch during parental leave. The employee is, of course, not obligated to make use of these.

The following options, among others, are:

- a| A designated colleague to act as **contact person** for the employee, informing them of any changes and answering any questions during the parental leave.
- b| If several employees are on parental leave at the same time, they can also be informed at regular intervals via a **parent newsletter**. Similar to a monthly log, such a newsletter would contain the most important developments, updating those who are absent for longer periods of time.
- c| Supervisors and employees can arrange a **jour fixe**.
- d| Employees who are on parental leave but working part-time can still attend **team meetings** or other **occupational events** and keep in contact with their executives and colleagues. You can find further information about training during parental leave in appendix C.

C Training During Parental Leave

During parental leave it is possible to attend training courses to prepare for your return to work or to improve your qualifications. These trainings can only be counted as working time if the employee is working part-time during parental leave. Those who are not working part-time may also attend trainings at JGU, provided it is in the interest of the job. Within the context of the staff training, these employees are still considered “internal employees” and can therefore take part in the courses

free of charge. However, this time cannot be counted as working time.¹⁵

Contact point for questions regarding the participation in the training events is JGU’s Human Resources Development.¹⁶

15 More detailed information can be found in the staff agreement “Fortbildung” (only in German) of JGU.

16 <https://www.personalentwicklung.uni-mainz.de/> (only in German)

D Working Part-time and Telework

Part-time work:

Employees who are responsible for the upbringing and care of at least one child under the age of 18 have the right to reduce their working time by half for familial reasons. Provided that there is no work-related conflict, part-time employment with less than half of the regular working hours may be granted. There are several opportunities for part-time work at JGU and therefore it is important to look for a constructive solution during the discussion with your supervisor. If the working hours are temporarily reduced, you have the right to increase them again after that time has passed.

For more information on the legal framework contact your administrator at the JGU's Human Resources Department, Personnel Affairs Division.

Staff agreement for teleworking (*Dienstvereinbarung Telearbeit*) at JGU:

The staff agreement for teleworking allows you to complete your working hours alternating between home and the office. Teleworking should not exceed 50% of the contractual working hours. As a rule, employees do not have a right to telework and written request must be made via your supervisor to JGU's Human Resources, Personnel Affairs Division at least one month before the planned start. You can find your contact person about teleworking at JGU at the Human Resources, Unit PA 2.¹⁷ Further information can be found in the staff agreement for teleworking.¹⁸

17 <https://www.verwaltung.personal.uni-mainz.de/kontakt/> (only in German)

18 <https://www.verwaltung.personal.uni-mainz.de/files/2019/12/DV-Telearbeit.pdf> (only in German)

E Work and Family-life Balance

There are several childcare options available to employees (childcare on campus, childcare during transitional periods, childcare during emergencies). Even on business trips, employees have the option of using the Germany-wide childcare facilities run by our partner, pme Familienservice GmbH. In special circumstances, you and your child can make use of JGU's parent-child rooms, which are equipped with a workstation and computer.

In 2016, JGU signed the *Familie in der Hochschule Charter*¹⁹ (Family in the University) and joined the *Familie in der Hochschule* network to emphasize the high priority JGU places on balancing studies and work with family life.

JGU's Family Services Center is your contact point for all questions regarding work and family-life balance, as well as questions about pregnancy and parental leave.²⁰

Can I bring my child with me on a business trip?

If no other childcare is available and it is therefore necessary that your child comes with you on a business trip, please contact the colleagues at the Unit PA 5 (business trips, working time, and special legal matters) early enough so adequate solutions can be found for these individual cases.

You can find the staff member's responsibilities on the website of the JGU's Human Resources, Personnel Affairs Division.²¹

19 <https://www.familie-in-der-hochschule.de/charta/> (only in German)

20 <https://www.family-services-center.uni-mainz.de/>

21 <https://www.verwaltung.personal.uni-mainz.de/kontakt/> (only in German)

Publishing Details

Publisher:
JGU's Human Resources Development

Compiled by (former) staff of Human Resources Development (Nadine Bohne) and the Family Services Center (Sabine Morweiser, Stefanie Schmidberger, Ina Weckop and Eva Werner), with assistance from staff of JGU's Human Resources and the Staff Council.

Cover: Prostock-studio – shutterstock.com

Layout and typesetting: Tanja Labs – www.artefont.de

December 2021