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 re-placement 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 to-tal 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"/ pa-ternal 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
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 small children, 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, Room 111
Stellingen Campus: Zwischenspeicher (family room), nursing mother and baby-changing room, Infomath, House C, Room 120
UKE: Room for nursing and taking care of babies and small children, N51, Room 01.09.01, First Floor
UKE: Changing table, N51, Ground Floor

UKE: Kita UKE, Martinistraße 52
Kita Die Stifte, Stiftstr. 69, 20509 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 cafes Canela, dellArte, and family-friendly sport.

Institutions
1. ESA 1 East Wing
2. ESA 1 West Wing
3. WiWi-Bunker
4. WiWi-Bunker/AlStA-Trakt
5. Phi-Turm
6. Faculty of Education
7. Mensa (student dining hall)
8. Department of Physics
9. State and University Library
10. WiWi-Bunker/AlStA-Trakt
11. Kita Kinder Campus
12. Kita Bornstraße
13. Kita Hallerstraße
14. University Administration
15. WiWi-Bunker
16. Studierendenwerk Hamburg
17. University Administration
18. Campus Center
19. Campus dining hall
20. Sportpark Rothenbaum
21. VMP 9
22. Inst. for Marketing & Media
23. Center for Academic Advising & Psychological Counseling (ZSPB)
24. Cluster of Excellence ClSAP
25. Career Center

Street
1. Changing table
2. Changing table
3. Changing table
4. Nursing mother & baby-changing room
5. Baby-changing room & children’s toilet
6. Changing table
7. Changing table
8. Nursing mother & baby-changing facility
9. Changing table
10. Changing table
11. Childcare center
12. Childcare center
13. Childcare center
14. Family room (for employees)
15. Family room
16. Advisory Service Accommodation, Finances Grundelholle 9
17. Family Office
18. Center for Academic Advising and Psychological Counseling
19. Play area and loan of baby-food/-bottle warmer available
20. Family-friendly sport
21. Baby-changing and nursing mother room
22. Quiet room/baby-changing facility
23. Changing table
24. Family room (for employees)
25. Vocational careers advisory service and family matters

Location
1. Women’s toilets on ground fl. & men’s toilets on 1. fl.
2. Women’s toilets on first floor
3. Stairs C, in the women’s toilets
4. Key available from UniEltern
5. Ground Floor
6. Ground Floor (next to wheelchair-accessible toilet)
7. House 9, Room U27 (First Aid Room)
8. Women’s toilets on ground floor
10. Women’s toilets on ground floor
11. Women’s toilets on first floor
12. Men’s toilets on 1. fl.
13. Women’s toilets on 1. fl.
14. Women’s toilets on ground floor
15. Men’s toilets on 1. fl.
16. Women’s and men’s toilets on 1. fl.
17. Ground Floor
18. Room 0040
19. Ground Floor
20. Turnhalle (gymnasium)
21. Ground Floor, Room 029c
22. Room 5.11
23. Fourth Floor (wheelchair-accessible toilet)
24. Room 107
25. Monetastr. 4

Position
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C3
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C3
B2
C3
A1
A1