

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 32 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

- Where can I find counseling and childcare services?
- Where can I find baby-changing facilities?

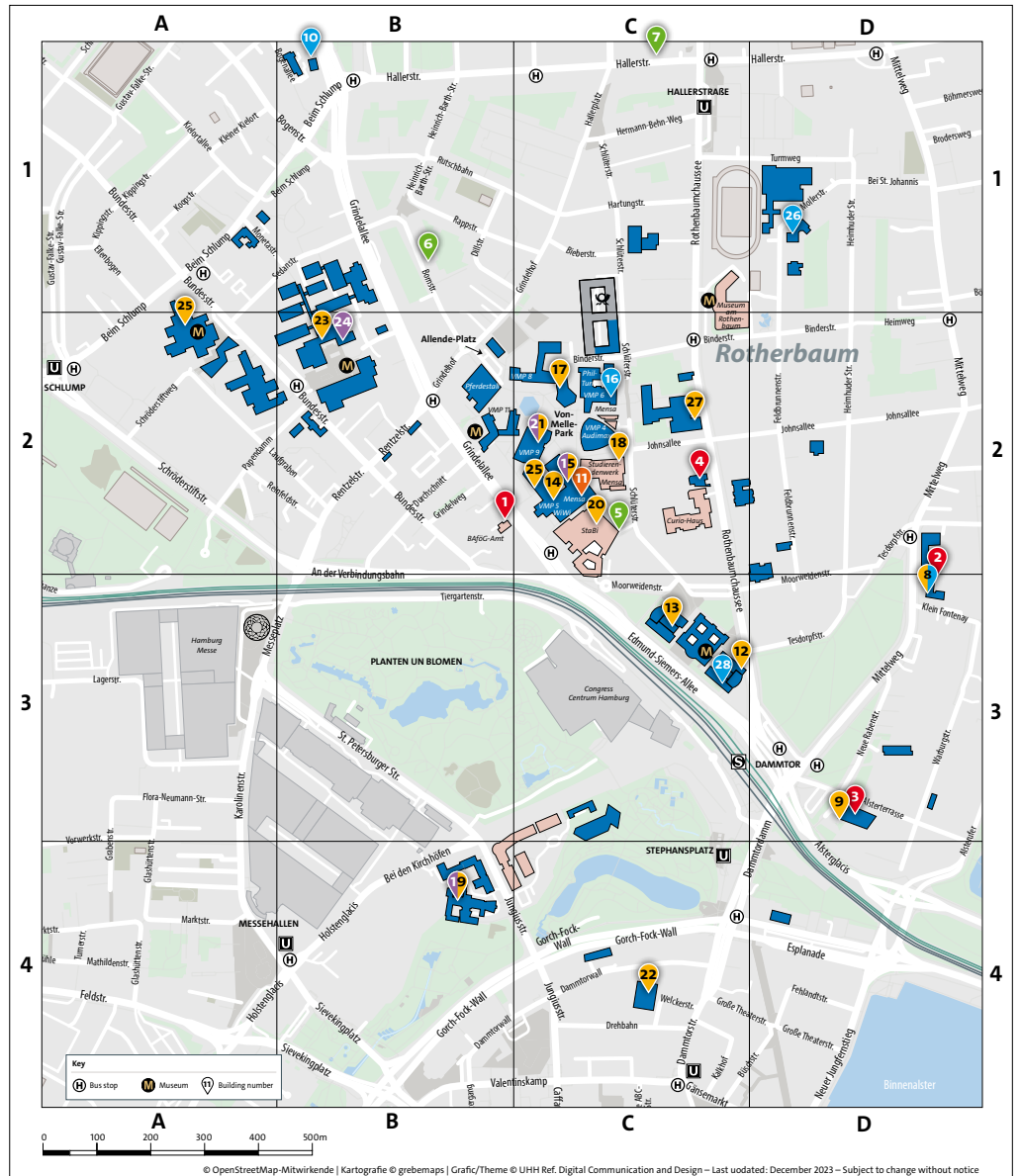
This map is an initiative of the Family Office at Universität Hamburg. You can use it to find all of the important locations on our family-friendly campus.

LEGEND

- COUNSELING AND ADVISING SERVICES
- CHILDCARE SERVICES
- PARENT-CHILD ROOMS / TOY BOXES
- BABY-CHANGING
- NURSING FACILITIES
- FAMILY-FRIENDLY CAFETERIAS

NOT ON THIS MAP

- CAMPUS BAHRENFELD:** Luruper Chaussee 149
 Advising services on equal opportunity matters and work-life balance,
 House 67, room 116, SFB 925, house 69, Rm. 221,
 house 610 (HARBOR), room 2038 (CUI-Office)
- CAMPUS BAHRENFELD:** Luruper Chaussee 149
 Parent-child-room: house 67, room 004
 Parent-child-office: house 6, room 001 (DESY)
 and house 610 (HARBOR), room 2026
- CAMPUS STELLINGEN:** Vogt-Kölln-Straße 30
 Familyroom „Zwischenspeicher“/
 nursing and changing facility
 house C, ground floor, room 120 and
 house F basement floor, room 016 (Raum der
 Stille)
- UKE:** Martinistraße 52
 Room for nursing and taking care of babies and
 small children, N55, first floor, room 01.09.01,
 and changing table, N55, ground floor, Foyer
- KITA UKE:** Martinistraße 52
 Childcare/ Weekend Service
- KITA DIE STIFTE:** Stiftstraße 69
- KITA KINDERWELT:** Kinderwelt@DESY
 Campus Bahrenfeld, Notkestraße 85
- CAMPUS, VAR. LOCATIONS:** mobile toy boxes
 contact: familienbuero@uni-hamburg.de
- ADDITIONAL SERVICES PROVIDED BY
 STUDIERENDENWERK HAMBURG:** Students with
 children up to the age of twelve just need to
 show their child's Youngster-Card to receive a
 free meal at all dining halls and at the cafés
 „Canela“, „dellArte“ and „Alexanderstraße“.



BUILDING	INSTITUTION	STREET	LOCATION	POSITION	
1	Studierendenwerk Hamburg	Housing, finances, social and international matters	Grindelallee 9	Third floor	B2
2	University Administration	Family Office	Mittelweg 177	Room N 0062	D3
3	Campus Center	Center for Academic Advising and Psychological Counseling	Alsterterrasse 1		D3
4	Career Center	Advising on career and family matters	Rothenbaumchaussee 19		C2
5	Kita KinderCampus	Childcare center / Weekend Service	Schlüterstraße 7		C2
6	Kita Bornstraße	Childcare center	Bornstraße 2		B1
7	Kita Hallerstraße	Childcare center	Hallerstraße 58		C1
8	University Administration	Parent-child-room (for employees) Changing table (opp. Parent-Child-Room)	Mittelweg 177	Ground floor, Room S-0014	D3
9	Center for Academic Advising, Campus Center	Changing table	Alsterterrasse 1	Fourth Floor, barrier-free-accessible restrooms	D3
10	Cluster of Excellence CIISAP	Parent-child-room (for employees) and quiet room	Grindelberg 7	Room 1007	B1
11	Campus dining hall	Play area and baby-food/-bottle warmer available	Von-Melle-Park 2	In the canteen at the back	C2
12	ESA 1 East Wing	Changing table	Edmund-Siemers-Allee 1 East	Women's and men's restrooms, ground floor	C3
13	ESA 1 West Wing	Changing table	Edmund-Siemers-Allee 1 West	women's restrooms, ground floor	C3
14	WiWi-Bunker VMP 5	Changing table	Von-Melle-Park 5	Stairs B, Fourth Floor in front of the restrooms	C2
15	WiWi-Bunker/ ASTA- Trakt	Nursing and changing facility	Von-Melle-Park 5	Key available from ASTA-Café	C2
16	FB Geisteswissenschaften	Parent-child-room	Von-Melle-Park 6	Room A2001	C2
17	EPB-Building	Changing room	Von-Melle-Park 8	House 54, gr. floor, barrier-free restrooms (key from the porter)	C2
18	Studierendenhaus cafeteria	Changing table	Von-Melle-Park 2	Ground floor, next barrier-free restrooms (Key at the Schlüters)	C2
19	Department of Physics	Nursing and changing facility	Jungiusstraße 9	House 9, room U27 (first aid room)	B4
20	State- and University Library	Changing table	Von-Melle-Park 3	Women's and men's restrooms, ground floor	C2
21	VMP 9	Nursing and changing facility	Von-Melle-Park 9	Next to the reception	B2
22	Sozialökonomie BWL	Quiet room	Welckerstraße 8	Room 5.11	C4
23	Department of Chemistry	Changing table	Martin-Luther-King-Platz 6	Women's and men's restrooms, lecture hall lobby	B2
24	Department of Chemistry	Nursing, rest and first aid room	Martin-Luther-King-Platz 6	Basement floor, room 010	B2
25	Geomatikum	Changing table	Bundesstraße 55	Women's and men's restrooms, basement floor	A2
26	Department PB	Parent-child-room and first aid room	Mollerstraße 10	Room E005	DT
27	Faculty of Law, Central Law Library	Changing table and first aid room	Rothenbaumchaussee 33	Room B106 (key available from the janitor)	C2
28	ESA 1 East Wing (AAI, Asian-Africa-Institute)	Parent-child-room	Edmund-Siemers-Allee 1, East Wing	Room 107	C3



App-Download:

www.uni-hamburg.de/en/familienbuero

