

Handout Maternity Protection and Parental Leave for line managers at the UFZ

As soon as you are informed of the pregnancy

- Congratulations on pregnancy
- Reference to information offered at the UFZ: Web page Compatibility of care work and gainful employment
- Asking the pregnant person to report the pregnancy (copy of maternity record) to Personnel Service

Information: Pregnant person informs Personnel Service of pregnancy, Personnel Service informs Occupational Safety and Environmental Protection Staff (ASU), ASU informs Factory Inspectorate

A risk assessment is carried out by ASU.

*Note on **laboratory and pregnancy**: Due to special risks, pregnant persons are not allowed to work in S1 laboratories. For your options (e.g. temporary replacement or employment of a student/scientific assistant), please contact the personnel officers.*

- Exchange regarding work organisation
- In case of fixed-term contracts in science: contact the personnel officer regarding the possibility of extending the contract¹ and plan the personnel application.

Before the family-related absence

- Consideration of:
 - individual employee development of the person - support career ambitions
 - Ensuring the qualification work in science
 - Compensation for downtime in the laboratory in coordination with personnel officer
- Coordination of the following topics with the person concerned:
 - Handover modalities
 - further access to UFZ infrastructure (key, transponder, IT access, laptop)
 - Vacation
 - Ideas about duration of absence and scope of working time when returning to work
 - If employee wishes: Possibilities of keeping in touch with the UFZ/ the team during maternity/parental leave (regularities and which way)
- If required, organisation of maternity and/or parental leave replacement
- Handover meeting
- Expressing future wishes for the birth and absence

¹ If a fixed term applies in accordance with § 2 (1) WissZVG, claims for contract extension due to maternity/parental leave arise on the basis of this legal basis [see § 2 (5) WissZVG].

After the birth

- Birth congratulations
- Depending on the agreement: implementation of the contact holding options

Before the return

- Planning re-entry and the familiarisation phase
[contact person(s) for induction, working hours, possibly premises for breastfeeding].
- Informational interview

On re-entry

- Conduct return interview
- Discussion of upcoming tasks

If you have any questions, please feel free to contact:

- Personnel Service (Intranet)
- Equal Opportunity Officer
- Family Support Office