

Checklist Parenthood at the UFZ

Once the pregnancy is known

What to do?	Who can I contact?
Planning your 18-year project and in the process thinking about <ul style="list-style-type: none"> • Division of care work in the partnership • Allocation of parental leave • Breakdown of reference periods for parental allowance • Possibilities of keeping in touch with the company during parental leave • Child care (duration, start, what kind of care) 	<u>Counseling centers on the subject of parenthood in Leipzig and elsewhere</u> UFZ internal: <ul style="list-style-type: none"> • <u>Equal Opportunity Officer</u> • <u>Family Support Office</u> • for postdocs: <u>Career Center</u> • for doctoral researchers: <u>HIGRADE</u>
Exchange with your line manager	Your responsible line manager
Report pregnancy with copy of maternity passport (Mutterpass), more information <u>here on the Internet</u> .	UFZ internal: to <u>Personnel Services</u> (Intranet)
Obtain information about parental leave and view <u>UFZ application form on the intranet</u>	<u>Family portal of the federal government</u> UFZ internal: <ul style="list-style-type: none"> • <u>Family Support Office</u> if needed • <u>Personnel Services</u> (Intranet)
Obtain information about parental allowance and view application forms and request required documents	<u>Family portal of the federal government</u> UFZ-internal: if required, <u>Family Support Office</u> ; <u>Personnel Services</u> (intranet) for documents
<i>Note: If required, please also remember to include the Acknowledgement of Paternity and Declaration of Custody.</i>	

As soon as possible after birth

What to do?	Who can I contact?
Date of birth and full name of child to Personnel Services (required for entry of parental leave in SAP and notification to health insurance company)	UFZ-internal: <u>Personnel Services</u> (Intranet)
Apply for the child's birth certificate at the registrar's office and send a copy to UFZ-Personalservice.	Local registration office UFZ-internal: <u>Personnel Services</u> (Intranet)
Apply for (family) health insurance	Your health insurance
Apply for child benefit at the family benefits office	Responsible family fund
<i>Note: If necessary, apply for child-raising periods used by the father to the pension insurance institution; for more information, contact your pension insurance institution.</i>	

At the latest seven weeks before the start of parental leave

What to do?	Who can I contact?
Fill out <u>parental leave application</u> (intranet) and send to Personnel Services	UFZ-internal: <u>Personnel Services</u> (intranet); <u>Family Support Office</u> for advice
Arrangements for your return to work	UFZ internal: Your line manager as well as your team, if applicable
If you would like to keep in contact with the UFZ during your parental leave, please inform yourself about the framework conditions.	UFZ internal: Your line manager as well as your team, if applicable
Apply for parental allowance	- Responsible parental allowance office - <u>ElterngeldDigital</u> (for Saxony) UFZ-internal: if required, <u>Family Support Office</u> and <u>Personnel Services</u> (intranet) for advice
Register for childcare and - if desired - send day care request for an occupancy place of the <u>UFZ cooperation facilities</u> to the Family Support Office	Parent portal of your city: <ul style="list-style-type: none"> • <u>Halle</u> • <u>Leipzig</u> • <u>Magdeburg</u> UFZ-internal: <u>Family Support Office</u> for advice and, if necessary, mediation

In the course of the first months of life

What to do?	Who can I contact at the UFZ?
<u>Plan your return to work</u>	UFZ-internal: Your line manager <u>Family Support Office</u> and <u>Personnel services</u> (intranet) for consultation
If desired - contact and use of the UFZ infrastructure	UFZ internal: Your line manager as well as your team, if applicable