

## Maternity and parental leave\* - Guide for supervisors

Becoming a parent changes everything – even at work. For this reason, it is important for you and your employees to plan carefully. With this guide, we would like to support you in your role as supervisor in this situation.

Before leave	Announcement of the pregnancy	<p><b>Supervisor/Employee:</b></p> <ul style="list-style-type: none"> <li>✓ Offer congratulations on the pregnancy</li> <li>✓ Fill out the <a href="#">form</a> "Employer's assessment of working conditions according to § 1 Maternity Protection Act" and send it to the State Office for Occupational Safety, Health Protection, and Technical Safety Berlin</li> <li>✓ Discuss the following points with the pregnant employee: <ul style="list-style-type: none"> <li>➢ Any necessary adjustments to work schedule and/or tasks</li> <li>➢ Services of the Charité Office of Family Affairs</li> <li>➢ Handover formalities</li> <li>➢ Vacation</li> <li>➢ Staying in contact and further training opportunities during absence (invitations to team events and further training or education; forwarding of e-mails and press reviews; if applicable, arrangements for a temporary replacement)</li> <li>➢ Expected duration of absence and scope of working hours upon return</li> </ul> </li> </ul>
↓	Up to 4 weeks before maternity/parental leave	<p><b>Supervisor/Employee:</b></p> <ul style="list-style-type: none"> <li>✓ Organize maternity/parental leave replacement <ul style="list-style-type: none"> <li>➢ Prepare job advertisement</li> <li>➢ Select applicant</li> <li>➢ Organize transfer or hiring of replacement</li> <li>➢ Make arrangements to train replacement</li> </ul> </li> <li>✓ Final meeting <ul style="list-style-type: none"> <li>➢ Final handover formalities (keys, access to files)</li> <li>➢ Offer best wishes for the birth and absence</li> </ul> </li> </ul>
↓	Up to 8 weeks after the birth	<p><b>Supervisor:</b></p> <ul style="list-style-type: none"> <li>✓ Offer congratulations on the birth and let employee know about welcome gift for the new baby from the Office of Family Affairs</li> <li>✓ Finalize plans for replacement during parental leave</li> <li>✓ Begin staying in contact during absence as agreed</li> </ul>
↓	Up to 4 weeks before return to work	<p><b>Supervisor/Employee:</b></p> <ul style="list-style-type: none"> <li>✓ Discuss the following points with the employee about their return: <ul style="list-style-type: none"> <li>➢ Return date</li> <li>➢ Organizational matters (contact person for reintroduction, working hours, rooms for breastfeeding, etc.)</li> <li>➢ Upcoming tasks</li> </ul> </li> </ul>
↓	Return to work	<p><b>Supervisor/Employee:</b></p> <ul style="list-style-type: none"> <li>✓ Welcome and arrange an information meeting with the employee</li> <li>✓ Remind employee to notify HR of their return to work (Dienstantrittsmeldung)</li> <li>✓ If applicable, arrange to meet again after 4 weeks</li> </ul>
↓	Return	

\* In Germany, under the Maternity Protection Act, mothers are entitled to maternity leave from six weeks before the due date to eight weeks after the birth (12 weeks for premature or multiple births). In addition to maternity leave, mothers and fathers may take parental leave.