

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

Becoming a parent changes everything – even at work. For this reason, it is important to plan carefully. With this guide, we would like to support you in planning your parental leave.

Before the birth	Announcement of the pregnancy	<b>Mother:</b> <ul style="list-style-type: none"> <li>✓ Inform your supervisor and administrator in the human resources (HR) department about the expected due date by submitting a copy of your maternity log (Mutterpass), and notify them about the dates of your maternity leave</li> <li>✓ If desired, make an appointment for an information meeting with the Charité <a href="#">Office of Family Affairs</a></li> <li>✓ Coordinate with your supervisor (handover, vacation, etc.)</li> </ul>
	7 weeks before the birth	<b>Mother/Father:</b> <ul style="list-style-type: none"> <li>✓ Apply for maternity allowance (Mutterschaftsgeld) through your health insurance by presenting the doctor's certificate stating the due date (Zeugnis über den mutmaßlichen Tag der Entbindung)</li> <li>✓ Provide a copy of the doctor's certificate stating the due date (Zeugnis über den mutmaßlichen Tag der Entbindung) to the HR department</li> <li>✓ Register for paternal leave (Elternzeit) if this is to begin immediately after the birth, or if you intend to work part-time</li> </ul>
After the birth	6 weeks before the birth	Start of maternity leave (Mutterschutz)
	Up to 6 weeks after the birth	<b>Mother/Father:</b> <ul style="list-style-type: none"> <li>✓ Send a copy of the birth certificate to the HR department and your health insurance</li> <li>✓ If applicable, apply for a change of marital status at the residents' registration office</li> <li>✓ Apply for the child benefit (Kindergeld) at the family benefits office of the HR department if you have been employed longer than 6 months, otherwise at the employment agency (Agentur für Arbeit)</li> <li>✓ If applicable, send application for parental leave to the HR department</li> <li>✓ Register your child with your health insurance</li> <li>✓ Apply for parental allowance (Elterngeld) (retroactive only possible for three months)</li> <li>✓ Apply for a daycare center (Kitaplatz) or childcare allowance (Betreuungsgeld)</li> </ul>
	8 weeks after the birth	Typically the end of maternity leave (Mutterschutz)
Before return	13 weeks before the end of the second year	<b>Mother/Father:</b> <ul style="list-style-type: none"> <li>✓ Unless you requested the full parental leave of 3 years at the outset, it is necessary to inform the HR department in writing about your intention to return to your previous work, or to take the third year of parental leave (possibly with part-time work), or to transfer up to 24 months to a future time<sup>1</sup></li> </ul>
	3 months before return to work/end of parental leave	<b>Mother:</b> <ul style="list-style-type: none"> <li>✓ If applicable, apply to work part-time after parental leave</li> <li>✓ Make appointment for a medical exam with the Charité Occupational Medicine Center</li> </ul>
Before return	3 - 6 weeks before return to work	<b>Mother:</b> <ul style="list-style-type: none"> <li>✓ Meet with your supervisor to discuss your return</li> </ul>
	Return to work	<b>Mother/Father/Supervisor:</b> <ul style="list-style-type: none"> <li>✓ Welcome back meeting with your supervisor</li> <li>✓ Notify HR of your return to work (Dienstantrittsmeldung)</li> </ul>

\* 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.

<sup>1</sup> New regulation for children born on or after July 1, 2015.