

Check list pregnancy / maternity leave / parental leave / child benefit

(all data provided without liability)

Rights and obligations	By when?	What do I need to think about?
<p>1. Report the pregnancy and the predicted birth date with a certificate from the gynaecologist. The university bears the costs of the medical certificate.</p>	<p>On becoming aware of the pregnancy</p>	<p>You can request a copy of the Maternity Protection Law as a brochure from the representative for equal opportunities and on their website.</p>
<p>a) The maternity leave periods are provisionally set: 6 weeks before the birth and 8 weeks after the birth, for premature and multiple births - 12 weeks after birth. For the maternity leave period after the birth, there is an absolute ban on working. For premature births and other premature deliveries, the 8 or 12 week period extends by the period of maternity leave before the birth, which could not be taken up.</p>		
<p>b) For the expectant mother there is a prohibition on dismissal for 4 months after birth and also during parental leave.</p>		
<p>c) There are special protection provisions and rest break rules for the expectant mother.</p>		
<p>2) New medical certificate for the predicted date of the birth</p>	<p>In the week before beginning maternity leave. (No later than 6 weeks and no earlier than 7 weeks before the date)</p>	
<p>A) Apply with this certificate for maternity pay with the health insurance fund. Privately insured people submit the request for maternity pay to the Federal Insurance Office Berlin.</p>	<p>In the week before start of maternity leave</p>	
<p>b) Send a copy of this certificate to the human resources department. From your wage payment office, the Regional Authority for Compensation and Retirement (LBV), you will receive the difference between the maternity pay and your net earnings, the so-called maternity pay supplement.</p>	<p>In the week before start of maternity leave</p>	

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3) Apply for birth certificate with the registry office	Within 1 week after birth	Confirmation of birth from the hospital
4) Submit application for child benefit with your wage payment office, the Regional Authority for Compensation and Retirement (LBV). The application form (LBV KG 1oed) and the leaflet for this (LBV KG 2oed) are available to download and print out at www.lbv.bwl.de .	Soon after birth.	Application form for child benefit and birth certificate with the title "only valid for the family benefits office"
5) Apply for "maternity pay after the birth" with the health insurance fund.	After birth.	Confirmation of birth "only valid for social security"
6) Apply for family insurance for the child of working persons or the highest-earning parent; in case of privately insured parents apply for private health insurance for the child.	As quickly as possible after birth	
7) Register child with the residents' registration office; Register for child relief with the tax office ; if necessary for late parental leave a tax schedule change could be applicable; poss. apply for a passport	After birth.	- Registration with the residents' registration office - inquire with the tax office about the tax effects and possibilities
8) Would you like to work again after maternity leave? Communicate this to your workplace and organise child care and emergency care, in case the regular care is cancelled.	No deadline	Think about breastfeeding breaks; these can not be counted towards normal breaks and do not have to be made up.
9) Do you want to take parental leave? Clarify with the father of your child: who wants to take parental leave when and let your respective employers know this. Use the attached application form and submit it in good time to your place of employment. Please refer to the notes on parental leave in the attached "leaflet on parental leave and child benefits". a) you must officially declare for which period or for which two periods within 2 years you are taking parental leave. b) Subsequent changes are only possible with the agreement of the employer.	No later than 7 weeks before start	With simultaneous parental leave or the father taking parental leave, think about the father's pension insurance; inquire with the relevant pension insurance institution.

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<p>10) Apply for child benefits. You can get forms and consultation from your municipal administration or from the Landeskreditbank Baden-Württemberg in Karlsruhe. Please read the information on child benefits in the attached "leaflet on parental leave and child benefits".</p>	<p>After birth. Child benefits will be paid maximum 3 months retroactively .</p>	<p>Birth certificate; Certificate of the duration and amount of maternity pay from the health insurance fund; Proof of your income in the 12 calendar months before the month of the birth of the child from your wage payment office, the Regional Authority for Compensation and Retirement Baden-Württemberg (LBV)</p>
<p>11) Apply if necessary for state child-care benefit (starting from 13th or 15th month of the child's life, at the longest for up to 10 months of the child's life / 205.- euros monthly). You can get forms and consultation from your municipal administration or from the Landeskreditbank Baden-Wuerttemberg. Please consider the notes on the state child-care benefit in the attached "leaflet on parental leave and child benefits".</p>	<p>Application no earlier than 10th month of the child's life; it will be paid retroactively for maximum 6 months starting from application.</p>	<p>Proof of income in the calendar year before the birth of the child</p>
<p>12) Would you like to work part time during parental leave? Only possible with consent of the employer; apply with the employment department. Please consider the notes on part-time work during parental leave in the attached "leaflet on parental leave and child benefits".</p>	<p>No later than 7 weeks before start</p>	
<p>13) After parental leave</p> <ul style="list-style-type: none"> a) Recommencement Prepare yourself by getting in touch with your place of work and organising reliable child care. b) Special vacation (limited): Apply for it early with place of work. c) Part time (limited or unlimited): Apply for it early with place of work. 	<p>No deadlines. Approx. 3 months before end of parental leave would be advisable, in order to make good planning possible.</p>	<p>Clarify rights and obligations in advance according to the TV-L, e.g. effects of an unpaid special vacation on the level grade or on the supplementary benefits (VBL); for this you should absolutely read the "leaflet on time off and part-time work for family reasons" (form P 826) request from the personnel department or download it from 'www.zuv.uni-freiburg.de/formulare.</p>