

Squaring the circle of Science and Family at the Max Planck Institute



MAX-PLANCK-GESELLSCHAFT

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Note: Most of the links are in German. If you need any help, please contact Rocco Buchholz via mail (buchholz@eva.mpg.de).

Statutory maternity protection;

The purpose of statutory maternity protection is to protect the mother and her child before and after birth from dangers at the workplace as well as from financial hardship. Expectant mothers are recommended to report the pregnancy and the expected delivery date as soon as this is known to them ([§ 15 Para. 1, Sentence 1 of the German Maternity Protection Act – “MuSchG”](#)), in order to enable corresponding protective measures to be taken for their benefit. When a permanent contract of employment is being established, questions about a possible pregnancy are prohibited.

Good to know:

The pregnancy should be reported to the Personnel Department and to the respective Head of Department. For this purpose, a certificate issued by a doctor or midwife must be presented.

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- ▶ Maternity protection period: Pursuant to [§ 3 of the Maternity protection Act](#), expectant mothers may not work during the final six weeks before delivery.

Exception: Employment may be continued, however, provided that an express declaration is issued. This declaration may be revoked at any time by the expectant mother. Following delivery, the protection period of at least eight weeks (in the case of premature and multiple births, up to twelve weeks) must, however, be adhered to ([§ 3 MuSchG](#)).

- ▶ Protection against dismissal: The employment relationship may not be terminated between the start of the pregnancy and four months after the delivery if the pregnancy or the delivery was known to the head of department at the time when notice was issued, or was reported within two weeks of receipt of the notice of dismissal ([§ 17 MuSchG](#)).

Good to know:

In Order to protect woman who are pregnant there are restrictions if they're working in certain fields, such as e.g. in specific laboratory or production line jobs as well as the activities specified under [§ 11 MuSchG](#). In such cases, the pregnancy must be reported to the employer without delay.

Further information about statutory maternity protection is available from the [Federal Ministry for Families, Senior Citizens, Women and Youth \(“BMFSFJ”\)](#). For further questions or tips, please do

not hesitate to contact Katharina Haberl (haberl@eva.mpg.de) or the Personnel Department (personal@eva.mpg.de) at any time. Additional information about maternity protection is also available in the [Organisation Manual](#).

Income during and after pregnancy

General

▸ Child benefit

Child benefit (“Kindergeld”) is paid from the date of birth for all children living and registered in Germany. The level of the child benefit can be calculated [here](#).

[The application must be submitted to the German Employment Agency \(“Agentur für Arbeit”\) \(Family Benefits Office – “Familienkasse”\).](#)

Address: [Georg-Schumann-Str. 150 / 04159 Leipzig](#)

Good to know:

Bring the birth certificate and the registration certificate of the child to the scheduled appointment.

Further information about child benefit is also set out on the [BMFSFJ](#) website.

Good to know:

If only one parent is a German or European citizen, then the child benefit application should be made by this parent.

This reduces the bureaucratic workload. Non-EU citizens must present their residence permit together with the child benefit application. The Family Benefits Office will then check the entitlement of the family to child benefit.

▸ Child custody and child support payments

If there are any questions or problems in these fields, help and support is available from the relevant government department.

- [Child benefit \(level and duration\)](#)
- [Child support \(responsibility and level\)](#)

- [Support from public authority \(Determining Paternity and Maintenance\) – “Beistandschaft \(Feststellung der Vaterschaft und Unterhalt\)”](#)

With public sector collective agreement (“TVöD”)

- Maternity benefit

Maternity benefit is paid (monthly) by statutory health insurers during the maternity protection period. In addition, the employer pays an allowance amounting to approximately the level of the previous net salary. The precise level of the maternity benefit can be [calculated here](#). Further information about maternity benefit is available [here](#).

Good to know:

If you have private health insurance, please check the details of your policy to ascertain the precise benefits available for pregnancy.

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- Parental allowance

The [parental allowance](#) during parental leave (up to 14 months from the birth of the child) is received by the parent who takes the parental leave, and amounts to between EUR 300.00 and EUR 1800.00 (depending on the previous net salary). The BMFSFJ provides an online parental allowance calculator [to calculate the sum](#).

- Parental leave may also be split between the parents, and parental leave may be taken on a part-time basis.
- All options as well as the timeframe should be discussed with the respective head of department. The corresponding information will then be forwarded to the Personnel Department.

Good to know:

Submit an application for parental leave the latest 7 weeks before the planned start.

As scholarship holder

- ▶ The full scholarship rate continues to be paid throughout the protective period.
- ▶ A scholarship extension of up to 12 months to care for children aged up to 12 is possible. The scholarship may be extended by a further 3 months for each further child that is born during the scholarship period. The rules are essentially very flexible, and part-time scholarships are also possible. A meeting with the respective head of department will help clarify the situation.

Good to know:

As an alternative to a scholarship extension, a childcare supplement may be applied for, amounting to the cost of the 12-month extension.

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- ▶ In the case of all scholarship holders, a child supplement shall be paid for the first child up to the age of 18. An additional proportionate supplement shall be paid for each further child.

Good to know:

Please don't forget: Your head of department is always there for you. The Max Planck Society takes its social responsibilities very seriously, and guarantees good protection for parents.

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- ▶ Guidelines governing the support for doctoral students with scholarships are available under XIII.2.04 in the OHB.
 - ▶ The Leaflet on pregnancy during an employment relationship is available under X.4.21 in the OHB.
 - ▶ The Leaflet for scholarship holders with children is available under XIII.99_06.b in the OHB.

Child care:

Children aged between 1 and 3 who live in Leipzig and are registered residents have a legal entitlement to childcare in a kindergarten or by a childminder. Parents are advised to contact the [Office for Youth, Family and Social Affairs \("Amt für Jugend, Familie und Soziales"\)](#) without delay following the birth of their child or arrival in Leipzig, in order to enquire about the availability of childcare places. If the city fails to allocate a childcare place within 6-8 weeks before this is needed, this should be reported to the [Office for Youth, Education and Family \("Amt für Jugend, Bildung und Familie"\)](#). If the city is unable to provide a suitable facility, despite the reporting of the requirement, then the

cost of a private institution or childminder (for children aged up to 3) will be covered wholly or in part by the Office for Youth, Education and Family (“Amt für Jugend, Bildung und Familie”).

Overview of day-care facilities as well as childminder services in and around Leipzig:

- [My kindergarten place in Leipzig](#)
- [Leipzig kindergarten initiative](#)

- Advice and current information at the [Office for Youth, Family and Social Affairs \(“Amt für Jugend, Familie und Soziales”](#).
- Provision of qualified babysitters, childminders and au-pairs as well as emergency and holiday care for MPG employees under familienservice.de (pme Assistance).
 - Free family service hotline: 0800-80 100 70 80
 - Regional family service: Tel.: 0341 – 3085390 / Fax: 0341 – 30853914
 - The cost of arranging childcare services will be covered by the Max Planck Society.
- Alternatively children can also be assigned to a childminder directly at the MPI. In this conjunction, please contact Katharina Haberl (haberl@eva.mpg.de).

Useful contacts

At the institute

- ▶ Personnel Department
Birgit SCHUBERT / schubert@eva.mpg.de / 0341 – 3550 – 114
Markus PRAUSER / markus_prauser@eva.mpg.de / 0341 – 3550 – 766
Susan BERGER / susan_berger@eva.mpg.de / 0341 – 3550 – 136

- ▶ Gender Equality Officer
Katharina HABERL / haberl@eva.mpg.de / 0341 – 3550 – 417
Janet KELSO / kelso@eva.mpg.de / 0341 – 3550 – 552

- ▶ International Office
Rocco BUCHHOLZ / buchholz@eva.mpg.de / 0341 – 3550 – 117
(Advice and support when completing application forms for child benefit, registering for kindergarten places etc.)

- ▶ [MaxNet](#)
Online platform for MPG employees to discuss a variety of topics (comparable with established social media providers).

In Leipzig

- ▶ [Family Benefits Office \(“Familienkasse”\) – \(Child Benefit Office \(“Kindergeldstelle”\)\)](#)
Address: Georg-Schumann-Straße 150 / 04159 Leipzig
e-mail: familienkasse-sachsen@arbeitsagentur.de
Parents are advised to arrange an appointment in advance.

- ▶ [Service telephone number for child benefit and child supplement](#) (Germany-wide)
Personal matters: 0800-4 5555 30 / Monday to Friday 8:00 a.m. – 6:00 p.m.
Payment times: 0800-4 5555 33 / daily 24 hours
Both numbers are free of charge!

- ▶ [Advice Centre Pro Familia](#)
Services: Family planning, pregnancy advice, pregnancy conflict advice, sex education, social and family law, contraception and menopause
Address: Egelstraße 4a / 04103 Leipzig
Tel.: 0341 2324319
Opening hours: Monday / Wednesday / Friday 9:00 a.m. – 12:00 noon; Tuesday 2:00 p.m. – 5:00 p.m.; Thursday only by prior appointment
e-mail: leipzig@profamilia.de

Support in the event of domestic violence

- ▶ [Women's and children's refuge LEIPZIG](#)
Address: PO Box 101032 / 04010 Leipzig
Tel.: 0341-2324277
e-mail: fh@frauenhaus-le.de
- ▶ [Independent Women's Refuge LEIPZIG / Association "Frauen für Frauen" e.V.](#)
Address: PO Box 310 716 / 04211 Leipzig
Tel.: 0341-4798179 (24 hour)
e-mail: kontakt@frauenhaus-leipzig.de

Further useful contacts

- ▶ [Non-violent home \("Gewaltfreies Zuhause"\)](#)
- ▶ [Weisser Ring e.V.](#)
- ▶ [Family-friendly Saxony \("Familienfreundliches Sachsen"\)](#)
- ▶ [Police advice and support](#)

Important notice: All information set out in this Newsletter is provided without warranty. In case of doubt, please contact [Katharina Haberl](#).