



DOCTORATE AND FAMILY

FOREWORD

As a family-friendly institution of higher education, we want to support you in balancing your family life and academic career. Earning a doctorate and raising a family should not be a matter of either/or but rather a sustainable life choice.

Every individual has a different enrolment status and different ways of financing their doctoral studies (through employment or scholarships). This means that our body of doctoral students is quite heterogeneous, making it almost impossible to give any general advice on which social security laws apply.

This guide aims to provide an overview of various details related to your finances and social security laws that are important to consider when starting a family during your doctorate.

We wish you and your family all the best and are always here to help.

Family Office 'JUniFamilie'



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Financing your doctorate

There are different ways to finance your doctorate. Often, this will mean that different social security laws and regulations apply.

For doctoral candidates who are parents and are employed by the university, the same regulations apply as with other employees. This includes matters such as maternity leave (Mutterschutz), parental allowance (Elterngeld), parental allowance plus (ElterngeldPlus), parental leave (Elternzeit), reduced working hours, fixed-term employment, health insurance, and child benefit (Kindergeld).

Please note

You can enrol as a doctoral candidate regardless of how your doctorate is financed. However, it is important that you do not work more than 20 hours a week (or 26 hours if you are employed by the Friedrich Schiller University Jena or an associated research facility).

If you are enrolled as a doctoral candidate, you are entitled to the provisions of the Thuringia student services organization (Studierendenwerk Thüringen). This includes free meals for your child across all university canteens (see chapter 'Good to know').

Regulations for doctoral students with employment contracts

The following chapter contains information on the most important steps to bear in mind after your child's birth.

STEP 1: Reporting your pregnancy

Are you expecting a child? We wish you all the best for this new chapter in your life! Please make sure to inform your employer or supervisor and the Division for Human Resources of the expected due date in good time. This will ensure we can support you from the very beginning and guarantee your protection rights. It will also give us plenty of time to clarify any questions you may have in relation to your pregnancy and parental leave.

Please make sure to include a copy of your maternity record (cover sheet and document stating your expected due date) with your written notification.

The Division for Human Resources will send you a maternity leave letter containing the start date of your protection period as well as more information on your maternal allowance and parental leave.

STEP 2: Maternity leave

The Maternity Protection Act (Mutterschutzgesetz, MuSchG) will apply as soon as you have reported your pregnancy to your employer and the Division for Human Resources.

The provisions of the Maternity Protection Act (Mutterschutzgesetz, MuSchG) apply to all women with an employment contract, irrespective of their nationality or marital status. This means they also apply to German and international doctoral candidates from inside and outside the EU.

Protection periods

During the legally defined protection period, employees are released from work, i.e. they are not allowed to work. The protection period starts **six weeks** before the expected due date and ends **eight weeks** after the birth (12 weeks in case of premature or multiple births). In case of a premature delivery, this period is extended by the length of time between the actual birth and the expected due date (section 3, subsection 2 MuSchG).

Holiday entitlements

During the legally defined protection period (six weeks before and eight weeks after birth), expecting employees are released from work. However, this does not affect their holiday entitlement, and their annual leave may not be shortened.

Prohibition of employment

Six weeks before delivery, expecting employees are released from work, i.e. they do not have to work. However, this does not mean they are not allowed to work. They may continue to work on a voluntary basis and are free to revoke their decision at any time.

During the eight or twelve weeks of maternity leave, there is a strict prohibition of employment.

An employment ban may also come into force before the legally defined protection period of six weeks prior to delivery. This may be the case if a doctor confirms that continued work could pose a risk to the mother's health.

Please note

You should inform the Division for Human Resources of any changes to your expected due date as soon as possible since this will affect your protection period.

Fixed-term employment contracts

If you have a fixed-term employment contract, you should discuss your renewal options in good time.

Whether or not you are legally entitled to a contract renewal depends on the contractual reason for your fixed-term employment. If the contractual reason is based on section 2, subsection 1 of the Academic Fixed-Term Contract Act (Wissenschaftszeitvertragsgesetz, WissZeitVG), your contract is tied to the length of your qualification period (such as the doctoral phase). This usually applies to positions financed by the university budget. Employment contracts for third-party funded positions may state the same reason.

If you have an academic fixed-term contract, you are legally entitled to an extension for either the period you were not allowed to work or the length of your maternal and parental leave. These periods will count towards the length of your contract extension. To apply for an extension, please submit an informal application to the Division for Human Resources.

If you do not have an academic fixed-term contract, your contract will expire without any extension. Please make sure to discuss your extension options with your manager.

How will the maternity protection period and paternal leave affect my fixed-term contract?

The Academic Fixed-Term Contract Act (Wissenschaftszeitvertragsgesetz, WissZeitVG) stipulates the duration of fixed-term employment contracts. Academic and artistic staff without a doctorate may only be employed on an academic fixed-term contract for a maximum total of six years. After completion of the doctorate, fixed-term contracts can be extended for another six years.

Prohibition of employment, maternal protection and parental leave periods do not count towards the maximum period of employment. During this time, you will be considered to be on leave.

Parental time also entitles you to work reduced hours. If your working hours are reduced because you are on parental leave, this time will be counted towards the maximum period of employment on a pro rata basis. For example, if you reduce your working hours by 40 per cent during parental leave, your contract could only be extended by 40 per cent of the total parental leave period.

The legally defined maximum period of employment (for academic fixed-term contracts) is extended if you live with one or more children under the age of 18. For each child, your contract can be extended by two years. However, you are not legally entitled to an extension.

STEP 3: Applying for maternity allowance

Maternity allowance is there to cover you financially during the maternity protection periods before and after your delivery.

You can apply for maternity allowance by submitting an informal letter alongside a medical certificate from your doctor stating the expected due date. The certificate may not have been issued more than seven weeks before the expected due date. Individuals with statutory health insurance should submit their application for maternity allowance to their health insurance provider. Privately insured individuals must submit their application to the Federal Office for Social Security (Bundesversicherungsamt).

Maternity allowance will cover 100 per cent of your previous net income. To this end, health insurance providers will transfer a salary supplement (statutory health insurance: €13/day, private insurance: one-time payment of up to €210). Maternity allowance will be paid for the duration of your maternity protection period, i.e. six weeks before and eight weeks after your delivery.

STEP 4: Applying for parental leave

Parental leave is an unpaid leave of absence for parents who want to take care of their children at home. To compensate for any income loss during this period, you can apply for parental allowance (see STEP 5).

Following the maternity protection period, both parents are entitled to take parental leave. You are entitled to take up to three years of parental leave for each child. Parental leave allows you to take care of your child without having to end your employment contract.

To apply for parental leave, you must submit an informal application to the Division for Human Resources seven weeks BEFORE your parental leave period is due to begin. If you are applying for parental leave for the first time, you must determine the periods for which you want to take parental leave over the next two years. You can either take your full parental leave allowance in one go or divide it into two or three sections.

You can also transfer any leftover parental leave to the time between your child's 3rd and 8th birthday.

Part-time

If you want to work part-time during your parental leave, this information should be contained in your informal application to the Division for Human Resources. Please make sure to specify your desired period and weekly working hours with as much detail as possible.

If you work part-time during your parental leave, you will only receive a proportionate amount of parental allowance in addition to the earnings from your part-time position. In order to receive parental allowance, you must reduce your working hours (maximum 32 hours/week).

The Division for Human Resources will send you a confirmation letter stating the approved parental leave period.

Annual leave entitlement

If you do not work during your parental leave period, your annual leave entitlement will automatically be reduced by a twelfth for each calendar month.

STEP 5: Applying for parental allowance

Parental allowance serves as a partial financial compensation for parents who choose to take care of their newborn child at home, live in the same household as them and reduce their working hours or take parental leave.

A parent may not apply for parental allowance for more than 12 months. So-called partner months (Partnermonate) grant parents an additional two months if the other parent also applies for at least two months of parental allowance. Overall, both partners can split the 14 months of parental allowance between them.

Please note

You can submit your application to your local parental office from the time your child is born. You can also apply for parental allowance retrospectively for up to three months. All application forms as well as information on how to complete them can be found on the website of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (Bundesministerium für Familie, Senioren, Frauen und Jugend, BMFSFJ).

There are different types of parental allowance to choose from: Basic Parental Allowance (BasisElterngeld) and Parental Allowance Plus (ElterngeldPlus). Parents who cannot provide proof of employment before their child is born will receive the minimum amount.

Basic Parental Allowance

Parents who reduce their working hours or take leave will receive 65 per cent of their average, adjusted net income. You may only claim Basic Parental Allowance (BasisElterngeld) for up to 12 months. If parents divide the parental allowance months between them, they may claim the allowance for up to 14 months. In such a case, it is important that one of the parents claims Basic Parental Allowance for at least two months and the other parent for the remaining 12 months.

The minimum amount provided by Basic Parental Allowance (BasisElterngeld) is €300.

Families with more than one child may also claim a parental allowance known as the Sibling Bonus (Geschwisterbonus). Please contact your local parental allowance office for more information.

Parental Allowance Plus (ElterngeldPlus)

Parental Allowance Plus is calculated the same way as Basic Parental Allowance. However, it only provides half the benefit amount, with part-time work not included. Parents are entitled to claim Parental Allowance Plus (ElterngeldPlus) for up to 28 months.

The minimum amount provided by Parental Allowance Plus is €150.

Parental Allowance for single parents

Single parents (or parents whose partner is not able to take parental leave) can apply to receive parental allowance for up to 14 months (28 months in the case of Parental Allowance Plus), provided they:

- live in the same household as the child, but without the other parent
- reduce their working hours or take leave

Please note

Parents can combine the different parental allowance schemes or take them in turns. However, if your child is older than 14 months, you may only claim uninterrupted Parental Allowance Plus. If after your child reaches the age of 14 months there is a month in which you don't claim any parental allowance, you lose your entitlement to any remaining parental allowance.

For further information, please contact the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (Bundesministerium für Familie, Senioren, Frauen und Jugend, BMFSFJ) or your local parental allowance office.

STEP 6: Applying for child benefit (Kindergeld)

Child benefit is a type of family benefit that aims to ensure your child's basic needs are covered. You are automatically entitled to claim child benefit from the moment your child is born—irrespective of your income.

Child benefit

To receive child benefit, you must submit a written application to the Family Benefits Office (Familienkasse) of the Federal Employment Agency (Arbeitsagentur). You are entitled to claim child benefit from the moment your child is born.

Application

As soon as your child is born, you can apply for child benefit to the Family Benefits Office (Familienkasse) of the Federal Employment Agency (Arbeitsagentur). For this purpose, you will need the child's tax ID number, which you will receive automatically after birth. You can also submit the application online: www.arbeitsagentur.de (> Familie und Kinder > Kindergeld beantragen).

Monthly child benefit:

First child:	€219
Second child:	€219
Third child:	€225
Fourth child and any subsequent children:	€250

Only one person (normally one parent) can claim child benefit.

Please note

You can also claim child benefit retrospectively (for up to six months).

Regulations for doctoral candidates with scholarships

Scholarships are a type of financial support that does not result in an employment contract. They are tax free, however, scholarship holders are themselves responsible for their social security. Doctoral scholarships are usually granted for up to three years. Most scholarship providers will continue to support scholarship holders who are raising a child for another year.

In the following section, we have compiled the most important steps you should consider after your child's birth.

STEP 1: Reporting your pregnancy

Are you expecting a child? We wish you all the best for this new chapter in your life! The Graduate Academy and the Family Office 'JUniFamilie' are happy to help with any questions you may have. Holding a scholarship does not count as an employment contract. You are therefore not required to notify us of your pregnancy.

STEP 2: Maternity leave

As a scholarship holder, you are not legally entitled to maternity protection since your scholarship does not count as an employment contract. However, you should still consider taking leave for at least six weeks before and eight weeks after birth. During the protection period, you should not feel any obligations towards your mentor or scholarship provider to continue your doctoral project. Since the Maternity Protection Act was amended in 2018, it also covers pupils and students. As a result, the regulations also apply to enrolled doctoral students (see page 6).

STEP 3: Applying for maternity allowance

Many scholarships can be extended by the length of your maternity protection period to make sure you are financially covered during this time.

If you have a scholarship as well as an employment contract (e.g. minimum wage), your health care provider will cover your maternity allowance (statutory health insurance only). If you are employed at minimum wage and have private health insurance or family insurance, your maternity allowance will not be covered by your health insurance provider. Instead, you will need to apply to the Federal Office for Social Security (Bundesversicherungsamt) for a one-time allowance of €210.

Some scholarship providers offer so-called family components (Familienkomponenten). You should therefore report your pregnancy to your scholarship provider in good time and find out what they can offer you in terms of maternity protection periods, extensions, and/or part-time options.

STEP 4: Applying for parental allowance

Scholarships do not count towards your taxable or insurable income. This is why doctoral candidates only receive the minimum amount of €300.

However, some scholarship providers offer extensions and/or part-time options. The main providers of scholarships for the gifted and talented (Begabtenförderungswerke) usually grant a twelfth month extension of the original scholarship agreement if the children are born within the regular funding period of two years, the children live in the same household as the scholarship holder, and the scholarship holder has custody of their child.

You should therefore find out what kind of support your scholarship provider offers as early as possible.

There are different types of parental allowance to choose from: Basic Parental Allowance (BasisElterngeld) and Parental Allowance Plus (ElterngeldPlus). Parents who cannot provide proof of employment before their child is born will receive the minimum amount.

Basic Parental Allowance

Scholarship holders can usually claim the minimum amount of €300 through Basic Parental Allowance (BasisElterngeld).

You may only claim Basic Parental Allowance (BasisElterngeld) for up to 12 months. If the parents divide the parental allowance months between them, they can claim parental allowance for up to 14 months. In such a case, it is important that one of the parents claims Basic Parental Allowance for at least two months and the other parent for the remaining 12 months.

The minimum amount provided by Basic Parental Allowance (Basis-Elterngeld) is €300.

Families with more than one child may also claim a parental allowance known as the Sibling Bonus (Geschwisterbonus). Please contact your local parental allowance office for more information.

Parental Allowance Plus (ElterngeldPlus)

Parental Allowance Plus is calculated the same way as Basic Parental Allowance. However, it only provides half the benefit amount, with part-time work not included. Parents can claim Parental Allowance Plus for up to 28 months.

The minimum amount provided by Parental Allowance Plus is €150.

Parental Allowance for single parents

Single parents (or parents whose partner is not able to take parental leave) can claim parental allowance for up to 14 months (28 months in the case of Parental Allowance Plus) if they:

- live in the same household as their child, but without the partner
- reduce their working hours or take leave

For further information, please contact the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (Bundesministerium für Familie, Senioren, Frauen und Jugend, BMFSFJ) or your local parental allowance office.

Please note

Parents can combine the different parental allowance schemes or take them in turns. However, if your child is older than 14 months, you may only claim uninterrupted Parental Allowance Plus. If after your child reaches the age of 14 months there is a month in which you don't claim any parental allowance, you lose your entitlement to any remaining parental allowance.

STEP 5: Applying for child benefit (Kindergeld)

Child benefit

To receive child benefit, you must submit a written application to the Family Benefits Office (Familienkasse) of the Federal Employment Agency (Arbeitsagentur). You are entitled to receive child benefit from the moment your child is born.

Application

As soon as your child is born, you can apply for child benefit to the Family Benefits Office (Familienkasse) of the Federal Employment Agency (Arbeitsagentur). For this purpose, you will need the child's tax ID number which you will receive automatically after birth. You can also submit the application online: www.arbeitsagentur.de (> Familie und Kinder > Kindergeld beantragen).

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Only one person (normally one parent) can claim child benefit.

Please note

You can also claim child benefit retrospectively (for up to six months).

Childcare

Regardless of whether you finance your doctorate with a scholarship or as an employee – you will need childcare in order to raise a family during your doctorate. This way, you will not have to worry about returning to your daily work routine.

From 13 months onwards, children are entitled to early childhood education and care at a day-care centre or in day-care (childminder).

Application

To secure a slot at a day-care centre in Jena, you will need to submit an online application through the child day-care portal (Kita-Portal) at <https://kitaportal.jena.de>. You can apply at up to five facilities.

If you prefer a childminder, you will need to email your application to the child day-care team of the City of Jena (Kindertagespflege der Stadt Jena): kindertagespflege@jena.de.

Fees will be based on the Fees Regulations of the City of Jena, the parents' income, the scope of care required, as well as the number of children entitled to child benefit in your household.

Thuringia student services organization (Studierendenwerk Thüringen) day-care facilities

The Thuringia student services organization runs four day-care centres in Jena. In cooperation with the University of Jena, it also manages the flexible day-care service '*JUniKinder*' on Ernst Abbe campus. These facilities give priority to students, enrolled doctoral students, and employees of Thuringian institutions of higher education.

Again, your application will need to be submitted through the child day-care portal (Kita-Portal) of the City of Jena. During the application process, you will be asked to declare your status (student or employee). If you are enrolled as a doctoral candidate, you will be considered a student.

JUniKinder flexible day-care

This flexible child day-care service offers hourly childcare from week 13 onwards.

Bookings are made in blocks (1 block = 2 hours). You may book no more than two blocks per day and five blocks per week. One block costs €5.00 for students and €10.00 for employees

For more information, please contact *INFOtake* on Ernst Abbe campus (+49 3641 9-400506) or the Family Office '*JUniFamilie*' (+49 3641 9-415417).

Please note

If parents opt for a childminder, their children will have to attend a day-care centre from the age of three.

Under certain circumstances, children may attend a day-care centre before the age of 13 months. This may apply if their parents or legal guardians are working or in education.

During the allocation process, priority is given to children whose primary residence is Jena. If you are planning to move to Jena, you can mention this during your application process on the child day-care portal (Kita-Portal).

Enrolled doctoral students can take advantage of the various services offered by the Thuringia student services organization:

Children's Canteen ID

With the Children's Canteen ID, enrolled doctoral students receive an additional free meal for their child. You can apply for a Children's Canteen ID at INFOtake on Ernst Abbe campus. Please make sure to submit a copy of your child's birth certificate and a valid confirmation of enrolment.

Day-care fees at *JUniKinder*

Enrolled doctoral students can use the flexible *JUniKinder* day-care services at reduced rates.

Childcare in Jena

Below you will find an overview of the various day-care types available to parents for different age groups:

Age	Childcare
0-3 years	Childminder <ul style="list-style-type: none">• Small groups of up to five children per caretaker• Fees in accordance with the Fees Regulations of the City of Jena• Childcare for children under the age of one is possible (e.g. if parents have to work, proof required!)

As soon as the child has reached the age of one, parents are legally entitled to a slot at a day-care centre. If you have any questions, the Family Office 'JUniFamilie' is happy to help!

Age	Childcare
1-6 years	<p data-bbox="338 159 1036 194">Day-care centre (Kita)</p> <ul data-bbox="338 194 1036 657" style="list-style-type: none"> <li data-bbox="338 194 1036 235">• Group sizes may vary in each centre <li data-bbox="338 235 1036 316">• Fees are in accordance with the Fees Regulations of the City of Jena <li data-bbox="338 316 1036 397">• Once your child has reached the age of three, day-care will be limited to day-care centres only. <li data-bbox="338 397 1036 479">• Childcare for children under the age of one is possible (e.g. if parents have to work, proof required!) <li data-bbox="338 479 1036 592">• Employees and students will be given priority for a slot at a day-care centre operated by the Thuringia student services organization of Thuringia. <li data-bbox="338 592 1036 657">• <u>Slots are allocated through the Kita online portal</u>
Three months to seven years	<p data-bbox="338 657 1036 698">Flexible day-care 'JUniKinder'</p> <ul data-bbox="338 698 1036 893" style="list-style-type: none"> <li data-bbox="338 698 1036 820">• Childcare is available on an hourly basis (1 block = 2 hours). You can book childcare for up to 4 hours per day and 10 hours per week. <li data-bbox="338 820 1036 860">• Located right next to Ernst Abbe campus <li data-bbox="338 860 1036 893">• <u>Booking information</u>

Contact persons and further information:

University Family Office 'JUniFamilie'

Kitaportal Jena

Day-care fees calculator

Good to know!

If your child is sick

If you are an employee and your child is sick, you are entitled to take leave provided that your child is not older than 12 years and you provide a medical certificate confirming that the child must be taken care of. Doctoral students with a scholarship work on a flexible basis which allows them to leave work and take care of their child without having to submit a medical certificate.

If your child requires hospital treatment, the accompanying parent may apply for unpaid leave of absence. In such a case, please contact your health insurance provider to discuss your income protection options.

If both parents have statutory health insurance, each parent may take 10 days of 'child sick leave' per calendar year. If one parent has already taken 10 days of child sick leave, it is possible to have unused days transferred if both employers agree.

If you are a single parent or have private health insurance, please contact your personal human resources officer to discuss your available options.

KidsBox

To cover urgent childcare gaps, university employees may borrow our *KidsBox*. This portable station turns any office into a family-friendly workspace, helping you balance work and family life.

The assembly is done within the blink of an eye, and with its spacious dimensions of 110 cm x 123 cm x 66 cm, the KidsBox will make every child's heart leap for joy. For more information, please visit the website of the Family Office 'JUniFamilie'.

Before borrowing the *KidsBox*, please make sure to book a slot with the Family Office 'JUniFamilie'.

Our *KidsBox* is located on Ernst Abbe campus. If you would like to use the *KidsBox* at other locations, please make sure to arrange the transportation yourself.

Family Office 'JUniFamilie'
Ernst-Abbe-Platz 5
07743 Jena
Phone: +49 3641 9-415417



Reclining options for pregnant women

The Stabsstelle für Arbeitssicherheit offers pregnant women cushioned chaise longues that can be borrowed free of charge to allow rest during the working day, or in case of discomfort.

If you have any questions, please turn to:

Friedrich-Schiller-Universität Jena
Stabsstelle Arbeitssicherheit
Fürstengraben 1
07743 Jena

E-Mail: arbeitssicherheit@uni-jena.de

Recognition of parental leave periods for pension payments

In total, three years of parental leave will be recognised as part of your pension entitlement. This recognition is usually automatically granted to the mother. If you want to transfer this entitlement to the father, you should inform your pension insurance provider in due time.

Statutory protection against unfair dismissal

As soon as you apply for parental leave, or, at maximum eight weeks before you take parental leave, you as an employee are protected from unfair dismissal.

If you have any questions, please turn to your personal human resources officer in due time.

Newborn gift baskets

When presenting the birth certificate of their newborn child, employees of the Friedrich Schiller University Jena will receive a gift basket for their newborn child from the Division for Human Resources. In addition to useful information for young parents, this basket contains a number of small gifts. Prepare to be surprised!

Lendable toy bags

Members of the university may borrow toy bags if they need to bridge gaps in childcare or waiting lists for day-care centres. These bags contain exciting books, drawing equipment, toy cars, games, and toy figures for the age groups of 0–4 and 4–7.

If you have any questions, please contact the Family Office 'JUniFamilie' via familie@uni-jena.de.



(Bag for the 0–4 age group).

Space for personal notes

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