Checklist for expectant parents employed at the University of Passau

Executive Support Unit for Diversity and Gender Equality. Information current as of: May 2024.

The information in this document is provided without guarantee. For legally binding information, especially on questions concerning contractual matters, please contact the Human Resources Division.
Please note that most of the hyperlinks included in this document lead to German pages only. The *Familienportal* website has a general overview page in English, which can be reached at https://familienportal.de/familienportal/meta/languages/family-benefits.

Table of contents

During the pregnancy

	What?	When?	Where?	How?
☐	Look for a gynaecologist and midwife	At the beginning of pregnancy	*Schwangerschafts-Beratungsstelle* (pregnancy advice centre) *or* *Hebammenverband* (midwives' association)	Pregnancy advice centres provide information on all aspects of pregnancy and birth. You can find a list of local pregnancy advice centres on the *Familienportal* (Family Portal) website of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth at https://familienportal.de/familienportal/lebenslagen/schwangerschaft-geburt/gesundheit-und-beratung/wo-kann-ich-mich-beraten-lassen-wenn-ich-schwanger-bin--125110. You can find information on **antenatal care** and which check-ups can be carried out in your gynaecologist's practice or by your midwife on the *Schwanger in Bayern* (Pregnant in Bavaria) website of the Bavarian State Ministry of Family Affairs, Labour and Social Affairs: https://www.schwanger-in-bayern.de/schwanger/vorsorge/untersuchungen/index.php

	What?	When?	Where?	How?
☐	Notify the University of your pregnancy and expected due date	As early as possible (There is no deadline – personal decision)	Human Resources Division	According to § 15 of the Maternity Protection Act (MuSchG), you are obliged to inform your employer of your pregnancy and the expected due date. Please provide the Human Resources Division with a **copy of the pages from your *Mutterpass* (maternity record) showing the expected due date**; please black out any personal medical information. Whilst you may additionally submit a doctor's note, this is not required by the University. The University will not reimburse you for any costs incurred in obtaining a doctor's note.
☐	Seek advice on balancing family and work life	During pregnancy	Human Resources Division Executive Support Unit for Diversity and Gender Equality	The University of Passau offers various models to enable you to balance your work and family life. Contact Family Services in the Diversity and Gender Equality Unit for advice on this. The Human Resources Division can also answer specific questions, especially on contractual matters. You can find out more about reconciling work and family life on the Family Services website, https://www.uni-passau.de/en/family.
☐	Search for a childcare centre	As early as possible during your pregnancy	At the respective childcare facilities	The University crèche "Krümelkiste" is located at Innstrasse 47. It is run jointly by *Campuskinder e.V.* and the Student Services Association for Lower Bavaria and Upper Palatinate. Priority is given to the children of students. You can find additional childcare options at https://www.passau.de/stadtleben/familie-betreuung/kinder-jugendbetreuung. Make sure you enquire **early on** about a place at your chosen day-care centre and have your child or children pre-registered. For advice and support in finding childcare places, write to: familienservice@uni-passau.de
☐	Consider changing your *Steuerklasse* (tax category)	At the beginning of pregnancy	*Finanzamt* (tax office)	It may be advantageous for married couples to change their tax category. Please seek expert advice if necessary.
☐	Plan and apply for parental leave	No later than 7 weeks before the birth	Human Resources Division	If you are the **father** or non-child-bearing parent and want to take parental leave immediately after the birth, you must apply for it at least 7 weeks before the start of parental leave – and *not after* the birth. You must apply for parental leave **in writing** and, if you register your parental leave before your child's 3rd birthday, make a binding commitment for periods within the two years after the birth of your child. You can also specify a part-time preference. Parental leave in the period from the 3rd birthday to the day before the 8th birthday must be registered at least 13 weeks before the start of this parental leave.

	What?	When?	Where?	How?
				The forms can be found on the Human Resources Division website under *Elternzeit, Sonderurlaub und Teilzeit*: www.uni-passau.de/bereiche/beschaeftigte/personal-von-a-bis-z/. Detailed information on parental leave can be found at www.familienportal.de/familienportal/familienleistungen/elternzeit
☐	Parental allowance planning	Preferably before the birth	Parental allowance calculator	You can use the parental allowance calculator during your pregnancy to plan when you could receive the various types of parental allowance. This allows you to try out how *Basiselterngeld* (Basic Parental Allowance), *ElterngeldPlus* (Parental Allowance Plus) and the *Partnerschaftsbonus* (Partnership Bonus) can best be combined for you and how high the amounts are likely to be. Plan and calculate without obligation using the parental allowance calculator: https://familienportal.de/familienportal/meta/egr
☐	Apply for *Mutterschaftsgeld* (maternity allowance). This applies to salaried employees – *Angestellte* – i.e. non-civil servants; civil servants continue to receive their emoluments during maternity leave	No later than 7 weeks before birth	If you have statutory health insurance: You can get the online or paper-based application form from your health insurer *(Krankenkasse)*. Or: If you have private health insurance: *Bundesamt für Soziale Sicherung* (Federal Office for Social Security) Online application form at https://www.bundesamtsozialesicherung.de/de/mutterschaftsgeld/ueberblick/	Maternity benefit is paid for the maternity protection period and for the due date. Outside the maternity protection periods you may be entitled to *Mutterschutzlohn* (maternity pay). The maternity protection period lasts 14 weeks. It usually begins 6 weeks before the birth and ends 8 weeks after the birth. Further information on maternity protection can be found at https://familienportal.de/familienportal/familienleistungen/mutterschutz. *Mutterschaftsgeld* (maternity allowance): You will need a certificate confirming the expected date of delivery. You will receive two copies of this from your gynaecologist or midwife – one for your employer and one for your health insurer. Submit your application for maternity allowance to your health insurance fund (for the form, visit your health insurer's website; sign and send it to your health insurer with the certificate of the expected due date). The Human Resources Division will notify the *Landesamt für Finanzen* (state finance office) in Landshut of your maternity protection period. Based on this notification, the payroll office will automatically send a certificate of remuneration to your health insurer. Employer contribution to maternity allowance: You (the applicant) will receive confirmation that you have been granted maternity allowance from your health insurer. The letter of confirmation is required by the accounting centre of the *Landesamt für Finanzen* (state finance office) - *Landshut office*. You can either send it directly to them or submit it to the Human Resources Division of the University of Passau, who will then forward the letter of confirmation for you.

	What?	When?	Where?	How?
				You can find more information on maternity benefits at https://familienportal.de/familienportal/familienleistungen/mutterschaftsleistungen.
☐	If applicable, apply for *Mutterschutzlohn* (maternity pay); this applies to salaried employees *(Angestellte)* only, not civil servants *(Beamte)*	Before or during mandatory medical leave *(Beschäftigungsverbot)*	Human Resources Division	You can receive maternity pay during periods of **mandatory medical leave before and after the maternity protection period**. You must submit a **medical certificate confirming individual mandatory medical leave** to the Human Resources Division as soon as possible. It should contain precise details of the period and scope of the mandatory medical leave as well as information on which activities you can continue to perform or whether the mandatory medical leave extends to all employment activities. You can find more information on maternity benefits at https://familienportal.de/familienportal/familienleistungen/mutterschaftsleistungen/was-ist-mutterschutzlohn-und-wann-bekomme-ich-ihn--125048. Please note that this applies to salaried employees *(Angestellte)* only, i.e. non-civil servants; for civil servants, the full entitlement to emoluments remains intact during the statutory protective periods and the duration of individual mandatory medical leave).
☐	Acknowledgement of paternity	Preferably before the birth	*Standesamt* (registry office), *Jugendamt* (youth welfare office), *Amtsgericht* (lower regional court) or notary public	If you are **not married** and you are to be included on the birth certificate as the **father**, you must have your paternity acknowledged (registered). Your declaration is only effective if the mother agrees. Both declarations must be notarised. You can find more information on declaring paternity at https://familienportal.de/familienportal/lebenslagen/schwangerschaft-geburt/vaterschaftanerkennung.
☐	Same-sex parented family *(Regenbogen-familie)*	Preferably before the birth	*Jugendamt* (youth welfare office) or *Amtsgericht* (lower regional court)	Same-sex parented families are families in which at least one parent is lesbian, gay, bisexual, transgender or intersex and/or non-binary (cf. https://familienportal.de/familienportal/lebenslagen/regenbogenfamilien/was-sind-regenbogenfamilien--133148 as at 29 April 2024) In the case of same-sex couples, recognition of joint legal parenthood has so far generally only been possible by means of **adoption** of the child. In a **lesbian couple**, the woman who gave birth to the child becomes the mother. In order to obtain legal parental status, the married or partnered (additional) mother can adopt the child.

	What?	When?	Where?	How?
				Children of **gay couples** have a biological mother from whom they were born. The biological father can have his paternity acknowledged with the mother's consent or have it established in court. This does not apply to his partner; he can only be recognised as an additional father by **adopting** the child. In the case of **transgender or intersex people** living in same-sex relationships, it is possible for both partners to be biological and legal parents. You can find more information on parenthood for same-sex parents at https://familienportal.de/familienportal/lebenslagen/regenbogenfamilien/elternschaft-bei-gleichgeschlechtlichen-paaren-192472.
☐	Custody declaration	Preferably before the birth	*Jugendamt* (youth welfare office) or notary public	If you are **not married** and both parents are to receive custody, you must submit a joint custody declaration. An application can often be made at the same time as the acknowledgement of paternity. Enquire at your local youth welfare office.
☐	Find a paediatric practice	If possible at the beginning/during pregnancy	Ask your midwife or gynaecologist or do an internet search	Your baby's first well-child check-ups, the U1 and U2, are often carried out at the maternity unit. You will need a paediatrician's practice from U3 onwards. The U examinations are very important for your child and the practices are often in high demand. A search during pregnancy is recommended. 116117 is the Germany-wide telephone number for on-call medical service and helps to put you through to a paediatric practice: https://www.116117.de/.

After the birth of your child

	What?	When?	Where?	How?
☐	Register your child at the *Standesamt* (registry office) and apply for a birth certificate	Within the 1st week after birth	*Standesamt* (registry office)	After the birth, you must register your child at the registry office of the place of birth, either in person or directly at the clinic. The registry office issues the birth certificate and other certificates. You will receive 3 free issues of the birth certificate, which must be presented in the original, for following applications: When applying for child benefit, when applying for parental allowance and when registering the child for health insurance. Registration with the *Einwohnermeldeamt* (residents' registration office) is handled automatically by the registry office. For more information visit https://familienportal.de/familienportal/lebenslagen/schwangerschaft-geburt/anmeldung-standesamt.
☐	Notify the University of the birth	As soon as possible after the birth	Human Resources Division	Submit a copy of the birth certificate to the Human Resources Division as soon as possible, so that the maternity protection period can be determined after the birth.
☐	Apply for *Elternzeit* (parental leave)	No later than 7 weeks before the desired start of parental leave	Human Resources Division	If you as a mother wish to take parental leave after the maternity protection period, you must apply for parental leave at least 7 weeks before the start of your parental leave. You must apply for parental leave in writing and, if you register your parental leave before your child's 3rd birthday, make a binding commitment for periods within the two years after the birth of your child. You can also specify a part-time preference. Parental leave in the period from the 3rd birthday to the day before the 8th birthday must be registered at least 13 weeks before the start of this parental leave. The forms can be found on the Human Resources Division website under *Elternzeit, Sonderurlaub und Teilzeit*: www.uni-passau.de/bereiche/beschaeftigte/personal-von-a-bis-z Detailed information on parental leave can also be found at www.familienportal.de/familienportal/familienleistungen/elternzeit

	What?	When?	Where?	How?
☐	Obtain and forward the certificate for *Mutterschaftsgeld* (maternity pay) for the period after the birth; this applies only to salaried employees – *Angestellte* – i.e. non-civil servants	As soon as possible after the birth	*Standesamt* (registry office); health insurer	The registry office issues a birth certificate with the note *"Gilt nur für die Hilfe bei Schwangerschaft und Mutterschaft"* ("Only valid for pregnancy and maternity assistance"). **Send this document to your health insurance provider.** Please note that this apples to salaried employees *(Angestellte)* only; civil servants and trainee civil servants continue to receive their emoluments during maternity leave.
☐	Apply for co-insurance *(Familienversicherung*, "family insurance")	As soon as possible after the birth	Statutory health insurer *(Krankenkasse)* or private health insurance provider	The child is co-insured with a working parent. If both parents are privately insured, an application for private health insurance must be submitted for the child.
☐	Apply for *Elterngeld* (parental allowance) or *ElterngeldPlus* (parental allowance plus)	Within 3 months of the birth (parental allowance is only paid retroactively for 3 months)	*Elterngeldstelle* (parental allowance office) at the Bavarian Centre for Families and Social Affairs (ZBFS) Human Resources Division (for certificate of earnings) *Landesamt für Finanzen Landshut – Bezügestelle* (payroll office of the state finance office in Landshut)	For births after 1 April 2024, new income limits for parental allowance apply. In addition, the possibility for parents to receive basic parental allowance at the same time is newly regulated: Simultaneous receipt of basic parental allowance is only possible for a maximum of 1 month and only within the first 12 months of the child's life. You can complete the application online and send it to the relevant parental allowance office with the documents listed. You can find the form at https://www.elterngeld.bayern.de/onlineantrag/. You can find the competent parental allowance offices at www.zbfs.bayern.de/behoerde/regionalstellen/index.php The listed documents include a certificate of income. In this, the employer lists your income of the past 12 months. You send this – with a return request – to the *Landesamt für Finanzen – Bezügestelle* (state finance office in Landshut – payroll office) and then to the parental allowance office. Further information on parental allowance can be found at https://familienportal.de/familienportal/familienleistungen/elterngeld.
☐	Apply for *Kindergeld* (child benefit)	After the birth	*Arbeitsamt* (Federal Employment Agency)	You will receive the tax number for your child by post from the Federal Central Tax Office after it is born. You will need this to apply for child benefit. Your child's tax number can be found on your payslip. It is valid for life, even after moving or getting married. You can apply for child benefit online at the Federal Employment Agency at https://web.arbeitsagentur.de/opal/kgo-antraggeburt-ui/auswahl. You can find further information on child benefit at https://familienportal.de/familienportal/familienleistungen/kindergeld/faq.

	What?	When?	Where?	How?
☐	Have the child tax allowance entry checked	*After the birth*	*Finanzamt* (tax office)	The child tax allowance reduces taxable income for parents. The tax office checks the income tax return whether the child allowance or the child benefit is more favourable for you as a taxpayer.
☐	For separated or single parents: clarify maintenance claims	If required	*Jugendamt* (youth welfare office)	If you are a single parent or separated from the other parent of your child, you should clarify issues such as child maintenance or contact arrangements. Your youth welfare office will support you in this if necessary. If the other parent is required to pay maintenance but does not do so or only does so partially, you can apply for an advance on maintenance payments.
☐	If applicable, apply for *Wohngeld* (housing benefit)	After the birth	*Finanzamt* (tax office)	The birth of a child adds another person to the household. You may therefore be entitled to housing benefit. You can find free housing benefit calculators on the internet that you can use to roughly check your possible entitlement: https://www.wohngeld.org/wohngeldrechner/. Further information, forms and applications as well as an online application can be found at https://www.passau.de/rathaus-buergerservice/dienstleistungen/a-z/wohngeld/.
☐	Apply for a subsidy for reusable diapers	After the birth	Local waste management company: *Zweckverband Abfallwirtschaft Donau-Wald* (ZAW)	The ZAW supports the avoidance of disposable diapers: When purchasing reusable diapers or using a diaper service, parents can receive a one-off subsidy of 25 percent of the purchase costs, up to a maximum of 75 euros per child. The subsidy is granted once up to the age of two. More information and application form: https://www.awg.de/fileadmin/user_upload/10_formulare_downloads/formulare/windelzuschuss_flyer.pdf

Further information

Further information can be found on the pages of the family portal of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth at https://familienportal.de/familienportal. The family portal also offers checklists for before and after the birth, at https://familienportal.de/familienportal/lebenslagen/schwangerschaft-geburt/checklisten.

Tip: Try to get as much of the paperwork done before your child is born, e.g. the applications for maternity and parental allowance and child benefit.

Did you know?

The father or non-child-bearing parent can be released from work with pay for 1 working day on the day the wife/partner gives birth.

For civil servants: According to § 10(1) sentence 3 letter b of the Bavarian Leave and Maternity Protection Ordinance (UrlMV), the employer can grant civil servants **1 working day of paid leave** for the birth of a child of the wife/life partner (https://www.gesetze-bayern.de/Content/Document/BayUrlMV-10).

For salaried employees *(Angestellte,* i.e. non-civil servants) who are employed in accordance with the German public-sector collective agreement (TV-L), according to TV-L § 29(1) sentence 1 letter a, leave of absence from work for **1 working day with continued payment of remuneration** applies for "confinement of the wife/partner within the meaning of the Civil Partnership Act".

Note: Although new civil partnerships can no longer be established since the introduction of "marriage for everybody" in 2017, the rules continue to apply to all couples who have not had their partnership converted into a marriage; more information on the website https://www.lsvd.de/de/ct/1324-Alle-Gesetze-zur-Lebenspartnerschaft-und-gleichgeschlechtlichen-Ehe of the *Lesben- und Schwulenverband* (lesbian and gay federation, LSVD)

You continue to accrue holiday entitlements during maternity leave

Periods of absence from work due to mandatory medical leave and within the protective periods laid down in the Maternity Protection Act (MuSchG) are counted as periods at work. You continue to accrue holiday entitlements during these periods away from work and have a right to your full annual holiday, without reduction. If you have not used up your holiday entitlement prior to the protective periods or mandatory medical leave, you can take your holidays after the protective periods or mandatory medical leave have ended; you can take your holiday that same year or in the following year. Your remaining holiday entitlement can also be used after parental leave.

Academic staff can have fixed-term contracts extended for family-related leave

The contract term is extended by the period of time that employees have been off work due to parental leave or the maternity protection periods – see § 2(5) *Wissenschaftszeitvertragsgesetz* (Academic Fixed-Term Contracts Act, WissZeitVG). However, this rule does not apply to those whose employment is financed using external (or "third-party") funds.

Example: A research assistant has a fixed-term contract for three years. In the first and third year he works regularly, in the second year he takes full parental leave to care for his family. His employment contract is extended by one year after he gives written notice to the Human Resources Division.

Family-related periods off work are not counted towards your professional experience

This means that interruptions due to parental leave are not counted towards your salary step under the TV-L salary scales.

However, they do not have a detrimental effect on them, either. If your period away from work does not exceed five years, your employment contract continues right from where you left off when you return to work, which includes being assigned the same salary step. If the period away from work exceeds five years, you will be assigned one salary step below the salary step you had when you started your family-related leave, as long as this is not lower than the salary step you were assigned when you were first hired. If you work part-time during parental leave, this counts towards your salary step.

Parental leave doesn't always affect your end-of-year bonus

You are entitled to your end-of-year bonus if you are employed on 1 December – see § 20(1) TV-L. Maternity protection periods do not reduce your end-of-year bonus. During the year of birth of the child, parents are entitled to the full end-of-year bonus if they were entitled to remuneration or maternity allowance on the day prior to the parental leave starting date.

You are entitled to *Familiengeld* (family allowance) in Bavaria

The *Bayerisches Familiengeldgesetz* (Bavarian family allowance act, BayFamGG) came into force on 1 August 2018.
All parents of one and two-year-old children born on or after 1 October 2015 are entitled to receive Bavarian family allowance. This is a benefit for all families, regardless of income or employment. Parents in Bavaria can also receive family allowance if the child is in day care or is looked after by the family.
A person is entitled to family allowance if he or she:

- has his or her main residence or temporary residence in the Free State of Bavaria,
- lives in the same household with his or her child and
- brings up the child himself or herself and ensures that the child receives productive early childhood care.

An application for family allowance is *not* required if parental allowance has been or will be granted for this child in Bavaria.
The application for parental allowance in Bavaria also counts as an application for family allowance if parental allowance is granted. For details visit https://www.stmas.bayern.de/familiengeld and https://www.zbfs.bayern.de/familie/familiengeld.

You may be entitled to *Krippengeld* (Bavarian pre-kindergarten day-care allowance)

On top of the contribution subsidy for the entire kindergarten period, the Free State of Bavaria has introduced the Bavarian pre-kindergarten day-care allowance, which took effect on 1 January 2020. This means that parents are relieved of the monthly parental contributions for attending a day-care facility subsidised under the BayKiBiG from their child's 1st birthday if they actually pay them. The *Krippengeld* is only paid to parents whose income does not exceed a certain household-related income limit.
Parents receive the *Krippengeld* for their children who were born after 1 January 2017 and are already 1 year old. In addition to biological parents, adoptive parents and foster parents can also benefit from the pre-kindergarten day-care allowance.
You can find more information and the application form at https://www.zbfs.bayern.de/familie/krippengeld.

Legal notices

Our checklist is based on the following laws and regulations:

Mutterschutzgesetz	(Maternity Protection Act, MuSchG)
Bundeselterngeld- und Elternzeitgesetz	(Federal Parental Allowance and Parental Leave Act, BEEG)
Bayerisches Familiengeldgesetz	(Bavarian Family Allowance Act, BayFamGG)
Bayerisches Kinderbildungs- und betreuungsgesetz	(Bavarian Child Education and Care Act, BayKiBiG)
Tarifvertrag für den öffentlichen Dienst der Länder	(Public-sector collective agreement of the federal states, TV-L)
Wissenschaftszeitvertragsgesetz	(Academic Fixed-Term Contracts Act, WissZeitVG)
Teilzeit- und Befristungsgesetz	(Part-Time and Fixed-Term Employment Act, TzBfG)
Fünftes Buch Sozialgesetzbuch	(Fifth Book of the German Social Code, SGB V)
Bayerische Urlaubs- und Mutterschutzverordnung	(Bavarian Leave and Maternity Protection Ordinance, UrlMV)
Verordnung über den Mutterschutz für Beamtinnen des Bundes und die Elternzeit für Beamtinnen und Beamte des Bundes (Mutterschutz- und Elternzeitverordnung)	[Ordinance on Maternity Protection for Federal Civil Servants and Parental Leave for Federal Civil Servants (Maternity Protection and Parental Leave Ordinance), MuSchEltZV]

This checklist is merely intended as a basic orientation aid and should not be viewed as legally binding advice. **Please contact the relevant section of the Human Resources Division for legally binding information.**

Family Services at the University of Passau: https://www.uni-passau.de/en/family.

The German Lesbian and Gay Federation (LSVD) has compiled **information for same-sex parented families** on its website: www.lsvd.de/recht/ratgeber/sozialrecht.html#c3892, and the Family Portal at https://familienportal.de/familienportal/lebenslagen/regenbogenfamilien.
The *up2u* advice service of *pro familia Niederbayern e.V.* offers guidance and advice specially for non-heterosexual and non-cisgender people; for details visit https://www.profamilia.de/up2you.

Your contacts at the University of Passau

Executive Support Unit for Diversity and Gender Equality Family Services Innstrasse 39 JUR 012 94032 Passau, Germany Phone: +49 851 509 1026 E-mail: familienservice@uni-passau.de Website: https://www.uni-passau.de/en/family	**Division VIII – Human Resources** Contacts and responsibilities of the respective units/persons are available on the website of the Human Resources Division Innstrasse 41 94032 Passau, Germany Phone: See Human Resources Division website E-mail: personalabteilung@uni-passau.de Website: https://www.uni-passau.de/verwaltung/personal