

Application for/reporting of Parental Leave

To the Technical University of Munich, Human Resources

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Supervisors must be put in "cc" for all submissions per email.

Last name, first name	Date of birth
Address (street, number, ZIP code, city)	
Unit at which you are employed	Job title
Email	Phone (during the day)

Attachments Birth certificate (copy) Certificate premature birth

I am applying for/requesting parental leave to care for and raise the child/grandchild living in my household

- child grandchild

Last name, first name of the child	Date of birth
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- For the above-mentioned child, parental leave has already been taken with another employer (please enclose documentation).

Parental leave should

- begin after maternity leave and extend to the maximum duration (when the child reaches the age of three).

<input type="checkbox"/> Starting from	until and including
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- be taken in the following periods:

Starting from	until and including
Starting from	until and including

- I am planning to take _____ months (maximum 24 months) of the parental leave between my child's third birthday and his or her 8th birthday.

- During my parental leave, I would like to work part-time at the Technical University of Munich to the extent permitted (see information under No 14):

Starting from	until and including	amount of time per week (hours/week)
<input type="checkbox"/> deviating from the five-day week in terms of days, namely: <input type="checkbox"/> Mo <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fr		

For staff in academic functions, e.g. research and teaching assistants, whose contracts are fixed-term at the start of the requested parental leave in accordance with § 2(1) of the Wissenschaftszeitvertragsgesetz (WissZeitVG) (for more details, see information under point 4):

Declaration of consent

- I agree to the extension of my fixed-term contract of employment in accordance with § 2(1) WissZeitVG by the periods of parental leave in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz), to the extent that no gainful employment has taken place (working hours: at least 11 hours/week), in accordance with § 2(5) Sentence 1 No. 3 WissZeitVG.
 I do not wish to extend my fixed-term contract of employment in accordance with § 2(1) WissZeitVG.

.....
City, date

Important Information on Parental Leave

1. As a rule, only mothers and fathers can claim parental leave for their children. Provided certain requirements are met, grandparents may also be able to claim parental leave. Further information on the eligibility requirements can be found in the brochure "Parental Allowance and Parental Leave" published by the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth. (German Only)

2. Up to the age of three, parental leave must be requested from the employer **at least seven weeks** before it begins. This also applies if the parental leave is to immediately follow the birth of the child (e.g. the father's parental leave) or the maternity leave period. If, for urgent reasons, it is not possible to meet this deadline, please contact your responsible human resources officer at TUM Human Resources or the human resources representative at your location.

At the same time as the request is submitted, you must also **commit** to the timeframes within the **two-year period** for which you wish to take parental leave. If the mother's parental leave immediately follows the maternity leave or a paid leave (holiday) that followed the maternity leave, the period of maternity leave starting from the date of birth is taken into account when calculating this two-year period. In these cases, the mother must commit to the periods of parental leave before the child turns two.

3. A part, up to 24 months, of parental leave may be taken between the child's third and eighth birthdays. In this case, parental leave must be applied for or reported **at least 13 weeks before the start of parental leave**.

4. **Fixed-term contracts** are generally not extended by parental leave. Parental leave can therefore only be granted until the end of the current contract of employment at the latest.

Special regulations for staff in academic functions with fixed-term contracts in accordance with § 2(1) WissZeitVG:

In order to protect academic careers, the legislature has stipulated that the respective duration of a fixed-term contract of employment in accordance with § 2(1) WissZeitVG may be extended with the employee's consent by periods of parental leave in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz) to the extent that employment has not taken place (however, the working hours must be at least 11 hours/week during the extension period so that the employee's own academic qualification is possible in terms of time).

This also applies if the requested parental leave at least partially exceeds the duration of the current contract of employment at TUM.

To extend your contract, you need to agree to the extension of your fixed-term contract on page 1 of the application for parental leave (declaration of consent) in good time before the end of the existing employment contract.

If you are already in a post-contractual period because of maternity or parental leave at the time your parental leave begins, your contract of employment will again be extended by the time of parental leave taken in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz), to the extent that no gainful employment has taken place.

The responsible human resources officer at TUM Human Resources will provide information on any other options for the continued employment of academic staff that may arise due to family-related circumstances.

5. **Extensions** to parental leave must be applied for or reported in good time.

6. If a (further) child is born, parental leave that is already in progress can be terminated early without the employer's consent in order to take advantage of maternity leave and the corresponding benefits. In such cases, the employee must give the employer written notice of the end of parental leave in good time. In such cases, the employee must give the employer written notice of the end of parental leave in good time. There is no provision for retroactive termination of parental leave, i.e. parental leave can end at the earliest when the notification has been received by the Technical University of Munich.

7. **Elterngeld/ElterngeldPlus** (parental allowance/parental allowance plus) must be applied for at the respective Zentrum Bayern Familie und Soziales: www.zbfs.bayern.de. Detailed information on parental allowance/parental allowance plus and parental leave is also provided there.

Parental allowances are paid based on your child's age in months, not calendar months. Plan your parental leave according to your child's age in months to avoid financial disadvantages. For each month of your child's life during which you wish to receive parental allowance, you must meet all the parental allowance requirements from the beginning of that month.

8. Detailed information is also available from the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth: www.bmfsfj.de/bmfsfj/meta/en.

9. **Experience-Based Pay Grade Level Increase TV-L**
Advancement to the next higher pay grade level generally requires uninterrupted employment within the same pay grade with the same employer (§ 16(3) TV-L). Interruptions due to maternity leave in accordance with the German Maternity Leave Act (Mutterschutzgesetz) are treated as uninterrupted employment (§ 17(3) No. 1(85A) TV-L) and must therefore be credited to the experience-based level increase. Interruptions due to parental leave are not counted towards the experience-based level increase, but do not affect pay grade level progression (§ 17(3) No 2 TV-L). This means that the level achieved before the interruption is maintained during parental leave and resumes where the employee left off within the level when they return to work. Part-time employment during parental leave with the same

employer that does not affect parental allowance does not affect the experience-based level increase in accordance with §§ 16 and 17 TV-L. It does not extend the time it takes to reach the next higher level.

10. If parental leave results in a lower or no salary, it may entail disadvantages regarding the employee's **supplementary pension fund**. Please contact the VBL if you have any questions in this regard.

11. During parental leave, employees have the opportunity to take out private insurance as part of the subsidized and **capital-funded pension scheme** ("Riester-Rente") (§ 26 ATV). Existing private insurance can be made contribution-free or continued with your own contributions.

12. If **deferred compensation** was agreed before the parental leave, the agreement is suspended if no salaries are paid during parental leave. If the regulations of the insurance provider allow it, the employee may continue the insurance during parental leave by paying his/her own contributions.

13. We strongly advise you to obtain information on the **social security implications** of parental leave based on your individual case and directly from the relevant information centers of the respective social insurance providers (health insurance, pension scheme provider, Federal Employment Agency).

In the case of part-time employment during parental leave that does not affect parental allowance, the social insurance assessment in all four types of insurance is based on the general social insurance regulations.

14. During parental leave, employment with a weekly workload of up to 32 hours is permitted. During parental leave for children born before September 1, 2021, the maximum number of hours is 30.

Special regulation for staff in academic functions with fixed-term contracts in accordance with § 2(1) WissZeitVG:

During parental leave, the working hours must be at least 11 hours/week so that the employee's own academic qualification is possible in terms of time.

Employees may be entitled to a reduction in working hours under the following conditions (§ 15(7) BEEG):

- The employment has existed for more than six months without interruption,
- The contractually agreed regular working hours are to be reduced to between 15 and 32 or 30 hours per week for at least two months,

- There are no urgent operational reasons to deny the request.

15. Vacation days:

Please note that any paid leave to which you are entitled for the vacation year will be reduced by one-twelfth for each full calendar month of parental leave. This does not apply if you work part-time during parental leave. If vacation leave was not taken or not taken in full before the start of parental leave, the remaining vacation leave will be granted after parental leave in the current or next vacation year.

During maternity leave and parental leave (without part-time work), neither untaken vacation days nor vacation days accrued during this period will expire.

If the employment relationship ends during parental leave or is not continued after parental leave, any leave not yet granted must be compensated in full.