



UNIVERSITÄT  
BAYREUTH

# Maternity Protection and Parental Leave – Summary



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# 1. Maternity Protection

## 1.1 Notification of Pregnancy

- Pregnancy should be reported as early as possible so that appropriate protective measures can be implemented. The best way to notify is by e-mail to Annegret Christmann in the Human Resources Department ([annegret.christmann@uni-bayreuth.de](mailto:annegret.christmann@uni-bayreuth.de)).  
Please also inform your supervisor(s).
- A medical certificate indicating the expected due date must be provided (see 1.3).

## 1.2 Start and Duration

- The maternity protection period begins six weeks before the expected due date and ends eight weeks after the birth.
- In cases of premature birth, multiple births, or the birth of a child with a disability, the postnatal protection period is extended to 12 weeks (the latter requires a formal application).

## 1.3 Medical Certificate / Documentation

- A copy of the relevant page of the *Mutterpass* (maternity record) showing the expected due date is sufficient. All other information may be redacted. Please note your name on the copy for identification.  
A doctor's certificate (usually from a gynaecologist) may also be submitted but does not need to be specially requested. (The University can reimburse the cost; please submit the original certificate for reimbursement.)
- The University requires the certificate in order to calculate the maternity protection periods.
- Any change to the expected due date must be reported immediately so that the protection periods can be recalculated if necessary.

## 1.4 Workplace Protection Measures

- Supervisors will complete a workplace risk assessment form, which will be forwarded to the Safety Advisor. A link to this form is sent to affected staff after the official pregnancy notification.
- Prohibition of work involving health hazards (e.g. handling certain chemicals, heavy physical labour).
- Night work (between 8pm and 6am) and work on Sundays and public holidays are generally prohibited. Exceptions require approval, the employee's consent, and involvement of the HR Department.
- If necessary, the workplace may be adjusted or the employee reassigned to different duties.

## 1.5 Maternity Pay / Continued Remuneration

- **Employees:** During maternity protection, employees with statutory health insurance receive maternity pay from their health insurance fund (maximum €13 per calendar day). The University pays the difference between this amount and the employee's previous net salary (the "employer's supplement").
- **Civil servants:** As a rule, full salary continues to be paid during the maternity protection period.

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## 2. Parental Leave

### 2.1 Eligibility

- Parents in an employment or civil service relationship are entitled to parental leave — including those working part-time or on fixed-term contracts.
- Not applicable to students without an employment contract, scholarship holders, or purely self-employed persons.

### 2.2 Duration and Division

- Up to 36 months of parental leave per child.
- At least 12 months must be taken before the child's 3rd birthday.
- Up to 24 months may be taken between the child's 3rd and 8th birthdays.
- Parental leave can be divided into three separate periods.

### 2.3 Notification Deadlines

- Notification should be given as early as possible to allow supervisors time to plan and arrange cover.
- For parental leave before the child's 3rd birthday: written notification must be submitted to HR no later than seven weeks before the start date ([application for parental leave](#)).
- For parental leave between the child's 3rd and 8th birthdays: 13 weeks' notice is required.
- The application is binding for two years.
- If notification is given before the birth, parental leave can only be confirmed after the birth has been reported.

### 2.4 Part-Time Work During Parental Leave

- 15–32 hours per week are permitted. Exceptions may be possible in consultation with supervisors.
- Application must be submitted at least seven weeks before the intended start of part-time work.

## 2.5 Parental Allowance / Parental Allowance Plus

- Parental allowance (*Elterngeld*) is a state benefit, independent of the employer.
- **Basic Parental Allowance:** up to 12 months (14 months if both parents claim).
- **Parental Allowance Plus:** available for part-time work; extends the payment period.
- Apply through the parental allowance office (*Elterngeldstelle*) responsible for your place of residence (not via the University).
- When receiving parental allowance, parental leave should be planned according to the child's *life months* to avoid significant reductions. (Life month calculators are available online.)

## 2.6 Reporting the Birth

- Please inform HR of the birth as soon as possible.  
A copy of the birth certificate is required as proof (e.g. scanned and sent by e-mail).  
If the birth certificate is not immediately available, please provide the date of birth, sex, and the child's full name in advance, and submit the certificate later.
- HR will then confirm parental leave as notified, adjusted to the actual date of birth and the child's life months.

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# 3. Organisational Matters at the University of Bayreuth

## 3.1 Contacts

- **Human Resources:** Annegret Christmann  
E-mail: [annegret.christmann@uni-bayreuth.de](mailto:annegret.christmann@uni-bayreuth.de) / Phone: 0921 55 – 5235
- **Family-Friendly University Office:** [familiengerechte.hochschule@uni-bayreuth.de](mailto:familiengerechte.hochschule@uni-bayreuth.de)
- **Safety Advisor:** [si@uni-bayreuth.de](mailto:si@uni-bayreuth.de)
- **University Medical Officer**

## 3.2 Forms & Applications

- Pregnancy notification: preferably informally by e-mail to Ms. Christmann.
- Parental leave (including part-time during leave): via the University's forms server ([application for parental leave](#)).

## 3.3 Special Features at Higher Education Institutions

- Academic staff (e.g. under the German Academic Fixed-Term Contract Act, *WissZeitVG*) should enquire early about possible contract extensions (§ 2 para 5 *WissZeitVG*) with their HR officer.
- Teaching obligations and examination schedules may need to be reorganised.
- Externally funded positions: clarify whether and how replacement staff can be financed.

### 3.4 Additional Information

- [BMFSFJ – Family Portal](#)
- [Maternity Protection Act \(\*Mutterschutzgesetz, MuSchG\*\)](#)
- [City of Bayreuth information page](#)
- [Pregnancy Counselling Office, Bayreuth District](#)
- [Federal Parental Allowance and Parental Leave Act \(\*BEEG\*\)](#)
- [Bavarian Ministry of Finance brochure on parental leave](#)