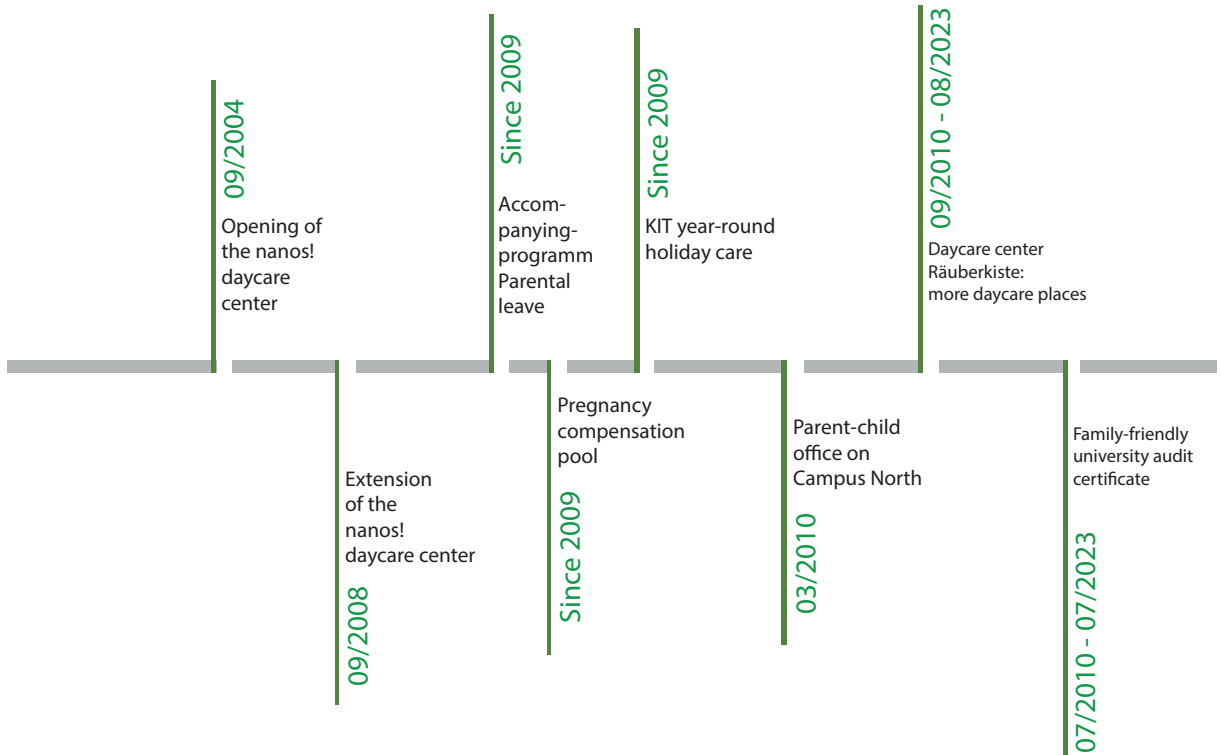


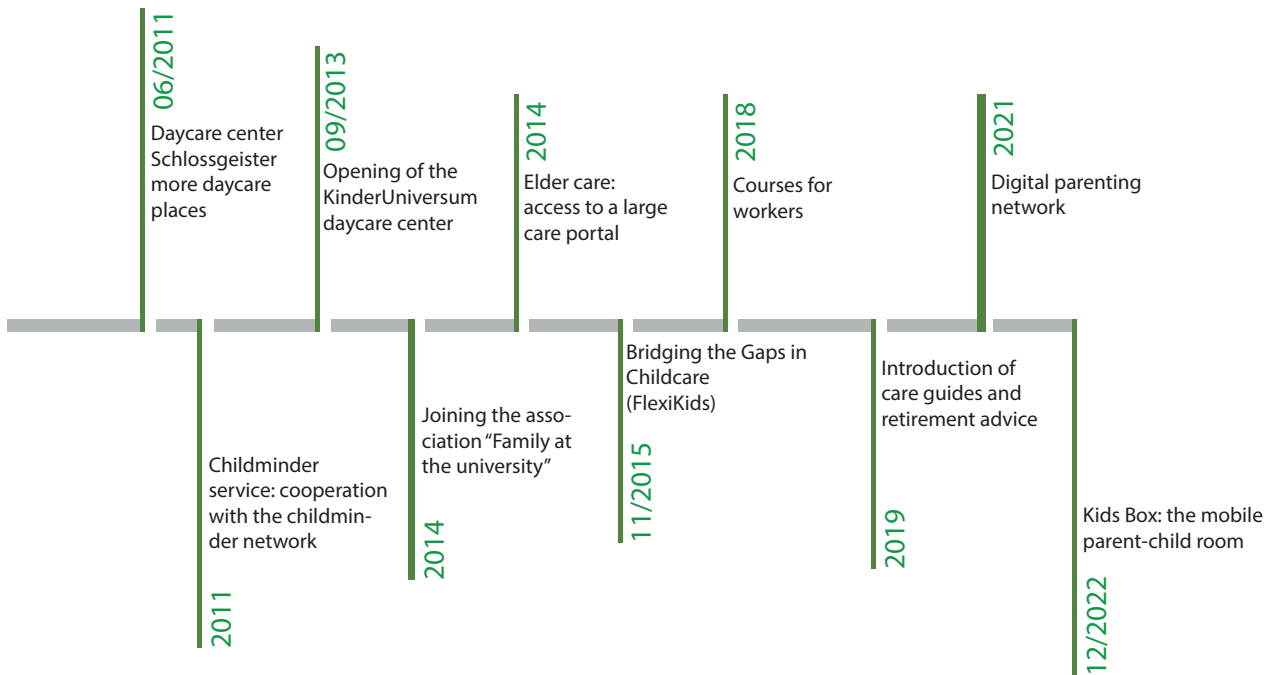


Our way towards family +





Here you will find an overview of the wide range of family support services at the KIT.





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Preface



As “The Research University in the Helmholtz Association”, the Karlsruhe Institute of Technology (KIT) fully exploits the synergy potential arising from the combination of the tasks of large-scale national research and those of a state university, and delivers outstanding performance in its core tasks of research, teaching and innovation. In this context, it is particularly important that KIT, as one of the largest employers in the Karlsruhe region, also addresses the issue of reconciling work, study, and family life. Making work and study conditions family-friendly is an important goal of KIT. With this in mind, a wide range of offers for employees and students have been developed and sustainably secured.

This brochure contains general information and an overview of the various offers at the KIT. You can also access all the information on the website: www.peba.kit.edu/familienbetreuung.



Pregnancy Compensation Pool

Any disadvantages for the organizational departments should be compensated by the compensation pool. Disadvantages can arise for employees (e.g. in the laboratory) due to pregnancies or vacancies.

Funds from the compensation pool can be requested in the following cases:

1. Women officers

In the case of women officers, the maternity protection period is not financed by the health insurance company as it is for employees. For this reason, the position of an officer during the maternity protection period is filled by the pregnant woman officer herself and a replacement cannot be hired. However, it is often the case that the pregnant woman officer is unable to perform her usual duties. In this case, the organizational unit can apply for a replacement.

2. laboratory work

If a pregnant woman works in a laboratory, she must, depending on the risk assessment, stop working there immediately upon notification of her pregnancy. The pregnant employee is assigned other tasks, but in most cases the laboratory results are needed for further work. In this case, a request can also be made to the compensation pool for a replacement to be hired for the period until the employee enters maternity protection.

3. Scientists

who have the right under the Academic Fixed-Term Contract Act to have their periods of maternity and parental leave added to their existing contract and thus return after their parental leave can also be financed from the compensation pool. This relieves the burden on the organizational unit, since in most cases the funds were acquired for a limited period of time for the staff.





Program Accompanying Parental Leave

The family adventure begins and we would like to accompany you on it. The parental leave accompanying program of the Human Resources Development Unit offers you assistance in all matters relating to the topic of “becoming a parent”. It is an offer to promote and realize the compatibility of career and family within the framework of equal opportunities at the Karlsruhe Institute of Technology.

“What applications do I need to prepare?” “When do I have to register my parental leave?” “When will I come back?” “How do I take parental leave as an expectant father?” “How does child benefit work?” etc. These and many more questions arise when we think about this new phase of life.



Information for Expectant Parents



Expectant parents have a lot of questions. Answers and information are given in the brochures “Mutterschutzgesetz” and “Elterngeld und Elternzeit” issued by the Federal Ministry for Family Affairs, Senior Citizens, Women, and Youth (in German only).

Regulations applicable to employees under collective agreements are also summarized in the brochure “Beruf und Familie” (job and family) of KIT’s Human Resources Business Unit (PSE) (in German only).

The Human Resources Development Unit wishes to provide assistance during this period. We will be pleased to give personal advice. Just call us. The contact persons are listed at the end of the brochure.



Timeline of Pregnancy, Maternity Protection and Parental Leave

Prior to Birth

Notification of Pregnancy

Notice to your superior and to the Human Resources Business Unit (PSE) about the presumable date of birth.

Appointment for personal briefing with the Human Resources Development Unit (PEBA).

Planning of the period remaining until maternity protection (time remaining, hand-over of work, holidays, etc.).

7 Weeks prior to Birth

Expectant fathers: registration for parental leave via your superior and the Human Resources Business Unit (PSE), if parental leave is to start directly after birth. If applicable, inform the Human Resources Business Unit (PSE) about your wish of part-time work during parental leave.

Application for maternity benefits with your health insurance company together with submission of a medical certificate of the expected date of birth (issued seven weeks prior to the expected date of birth at the earliest). Any changes have to be stated to the Human Resources Business Unit (PSE).

6 Weeks prior to Birth

Start of the maternity protection period.

After Birth

Re-entry

Child Birth

Up to 1 Week
after Birth

8 Weeks after
Child Birth

3-6 Months prior to
Re-entry / End of
Parental Leave

Send a copy of the certificate of birth to the Human Resources Business Unit (PSE) and your health insurance company.

Apply for the registration of the change of family status by the registration authority for ELStAM.

Apply for the child allowance (Kindergeld) with the Family Benefits Office (Familienkasse) of the responsible employment agency.

Application for parental benefits (Elterngeld) with the responsible Parental Benefit Office (in case of later application, retroactive payment is possible for three months only).

Written application for parental leave by the mother is to be submitted to the Human Resources Business Unit (PSE) via the superior. If applicable, notification of the request for part-time work must be submitted if this is to begin immediately after the maternity protection period.

Settlement of health insurance protection with the health insurance company.

As a rule, end of the maternity protection period; start of parental leave.

Application for part-time work after the parental leave period to the Human Resources Business Unit (PSE) via the superior.

Appointment with the superior to talk about re-entry.

Planning of qualification measures.





Responsible Offices

Notification of pregnancy:

Superior at the Organizational Unit and Human Resources Business Unit (PSE)

Maternity protection deadlines / maternity benefit:

Health insurance companies and the Human Resources Business Unit (PSE) for changes

Safety and security regulations:

Safety and Environment Staff Unit (SUM), company's physician (MED), responsible Radiation Protection Officer

Human Resources Business Unit (PSE), the personnel officer responsible for you

Parental leave:

Human Resources Business Unit (PSE), the personnel officer responsible for you

Child allowance:

Family Benefit Office of the Federal Labor Agency.



Childcare Offered by the KIT

Daycare Centers

KIT offers daycare places at three daycare centers: Kita nanos!, Kita KinderUniversum and Kita Schloss-Geister. This means that KIT employees have access to daycare for children between the ages of three months and six years.

Kita KinderUniversum

Karl-Wilhelm-Straße 1
76131 Karlsruhe

Kita nanos!

Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen

Kita Schloss-Geister

Wolfartsweierer Straße 5a
76131 Karlsruhe

After-school Program

The Equal Opportunities Office organizes year-round childcare for children of school age (6 to 14 years) of all employees and students at KIT during all school vacations in the state of Baden-Württemberg. Weitere Informationen finden Sie unter: www.ferienbetreuung.kit.edu (in German only).

Campus Süd



Campus Nord





KinderUniversum Daycare Center

The KinderUniversum daycare center is located on Campus South, Karl-Wilhelm-Straße 1, Karlsruhe. The KinderUniversum is run by a state-approved youth welfare organization, educcare gGmbH.

The daycare center offers 115 places in total. Of these, 65 are nursery places for children from three months to three years, the other 50 are kindergarten places for children aged from 3 years to school age.

Education offered by the daycare center focuses on natural sciences and engineering as well as exercise and sports. In addition, KinderUniversum offers bilingual services by English native speakers. The highly flexible care concept gives parents the opportunity to bring their children for 25 to 45 hours per week.



Opening Times

The KinderUniversum daycare center is open from Mondays to Fridays, from 7:00 am to 7:00 pm. The five closing days are mainly between Christmas and New Year.

nanos! Daycare Center

The nanos! daycare center is located near the entrance of Campus North, Hermann-von-Helmholtz-Platz 1 in Eggenstein-Leopoldshafen. It is operated jointly by KIT, the European Commission's Joint Research Center (JRC), and the Kerntechnische Entsorgung Karlsruhe GmbH (KTE). The educcare gGmbH is the organization responsible for this institution.

The daycare center offers places for children aged 0 to 6 in three nursery groups and one kindergarten group. Children are cared for from the age of three months until they start school.



Opening Times

The nanos! daycare center is open from 7:30 am to 16:30 pm on all working days of KIT. The nine closing days are between Christmas and New Year, as well as on individual days throughout the year.



Registration

The relevant service agreement stipulates which groups of people can register for a daycare place. In each case, the prerequisite is that the employment contract with the daycare center is still valid for at least three months:

The following persons are eligible for a daycare place:

- Employees under collective agreements / non-tariff employees
- Civil Office workers
- Full-time professors
- Trainees
- Doctoral researchers of KIT, who have been accepted for a doctorate by a KIT department and mainly work for the doctorate at KIT

If you wish to have your child registered for a daycare place, complete the registration form and send it to the Human Resources Development and Vocational Training Business Unit (PEBA), Family support, email: familienbetreuung@peba.kit.edu. A limited number of reserved spaces are available for guest scientists and scholars and the executive board as needed.





Schloss-Geister Daycare Center

The Schloss-Geister daycare center is located in the direct vicinity of the Gottesauer Schloss on Wolfartsweierer Straße 5a, Karlsruhe.

The daycare center is operated by netzwerk mensch gGmbH. The ten places are preferably given to newly appointed professors, staff of collaborative research centers, and leaders of young investigators groups.

Opening Times

The Schloss-Geister daycare center is open from Mondays to Fridays from 7:00 am to 6:00 pm. It is closed between Christmas and New Year and on five additional days, only.





© Kita Schlossgeister | Jörg Schmalenberger





Childcare for School Kids

"A matter dear to our heart"

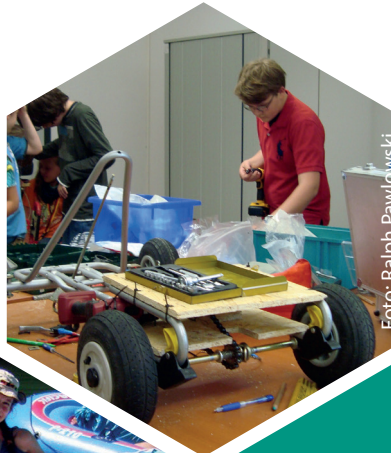
On behalf of the KiBU e.V., the school childcare team organizes and hosts extracurricular educational activities for schoolchildren (primarily aged 6 to 14 years) throughout the year during the holiday periods in the state of Baden-Württemberg: a significant contribution by KIT to balancing work and family life.

Detailed information
can be found on the website
www.ferienbetreuung.kit.edu



Foto: Ralph Pawlowski

Exclusive place entitlement for all children of employees and students of the



Age-appropriate program content



Educationally balanced, imaginatively designed, creative and varied themed weeks



Childcare hours that suit working parents, daily from 7:00 am to 5:00 pm

Kid- and leisure-friendly implementation of the program content



3

Bridging the Gaps in Childcare

Short-term gaps in childcare may occur anytime: the childminder falls ill or school lessons are cancelled, the kindergarten is closed and there is nobody to take care of the child. Therefore, we are offering the following services in case of emergencies:

FlexiKids at KinderUniversum

The FlexiKids program offers emergency care within short notice, if the (babysitter) falls ill, you have to go on a short-term business trip, or you have an important business appointment.

Parent-Child Office

On Campus North, the Equal Opportunities Office has established a Parent-Child Office. Here, mom or dad can work at a well equipped desk while the child can play.

KidsBox

The KidsBox is a mobile playroom for babies and children up to primary school age, offering a range of play, sleeping and diapering options. The KidsBox can be rented in different versions.

FlexiKids at KinderUniversum

The FlexiKids program was designed to help all our employees and students to better balance their career or studies and family life. It provides emergency childcare to parents when they are short of options. The emergency care takes place in our KinderUniversum daycare center, Karl-Wilhelm-Str. 1, 76131 Karlsruhe, and can be booked Monday through Friday between 7:00 a.m. and 7:00 p.m. A total of five emergency care places are available for children aged six months to 12 years, which can usually be taken for a maximum of three days at a time. Please bring a change of clothes, your child's favorite toy and, if necessary, diapers/baby food. FlexiKids can also be booked for childcare at events.



When can FlexiKids be used?

FlexiKids can be used by employees, doctoral researchers, and students of KIT in case of

- emergency situations at the job,
- gaps in regular childcare,
- short-term business trips,
- events at KIT



FlexiKids Registration

Employees, doctoral researchers, students, and cooperation partners of KIT can book FlexiKids on short notice and flexible terms. Please send the completed registration form by 10:00 a.m. the day before at the latest to the Human Resources Development and Vocational Training Business Unit by email to: familienbetreuung@peba.kit.edu. In very urgent cases on the same day contact the KinderUniversum directly, phone: 0721 69142466.

If an organizational unit wants to book FlexiKids childcare services for an event, please register four weeks prior to the start of the event at the latest.

The corresponding registration forms and prices can be found on our homepage under Family Care, Flexikids.

Free one hour introduction at "Flexikids"

Interested parents can book a test hour at FlexiKids. On special open days, a maximum of two children can take part at separate times.

Registration can be made directly via KinderUniversum. Phone: 0721 96142466.

Kids-Box

The mobile nursery at work

The KidsBox is a mobile nursery for babies and children up to primary school age. With the KidsBox, you as a parent have the opportunity to take your children to work with you in exceptional cases. This makes it possible to combine work and family care in a meaningful way.

Die Kids-Box enthält:

- a travel bed that can be used as a playpen,
- a camping mat and folding mattress,
- table and stools,
- various toys,
- painting equipment and materials,
- books,
- and much more...

If you have any questions about the KidsBox and the different variants, please do not hesitate to contact us.



3

Parent-Child Office

What is the Parent-Child Office?

The parent-child office at Campus North is designed to make it easier for employees to reconcile work and family life. The parent-child office offers a workplace and at the same time provides a childcare option.

Who is the parent-child office for?

The parent-child office is available to all KIT employees with children in need of care for short-term care emergencies.

What is included in the parent-child office?

Changing tables and a crib are available. There are toys for children of different ages, a play castle with a cozy place.

Information for Registration

If needed, parents can register by phone. The contact person for registration and use (handover of keys, use instructions) is given at the end of the brochure.

Where is the Parent-Child Office?

Das Eltern-Kind-Büro befindet sich im FTU Gebäude 101. Es liegt in der Nähe der KiTa nanos!, außerhalb des eingegrenzten Gebietes des KIT.





Services for workers

Workshops und Kurse

Our workshops and courses are designed to provide employees with the best possible support in different phases of their lives. Thanks to the online formats, we can now also reach our branch offices, avoiding long journeys and the search for parking spaces.

Workshop "Family adventure"

We offer the successful workshop "Family Adventure" as an on-site or online event. It helps prepare parents for the exciting time they will have with the new family member. The highs and lows of the first weeks and months are highlighted and the new role models are examined. The workshop deals with unfamiliar feelings and neglected needs, stress factors and a successful family plan.

Online course "Yogilates during pregnancy"

The 10-session course prepares you for the birth. During pregnancy, yoga helps to relieve back strain, stay flexible and prepare for the birth through proper breathing and posture. Pilates relaxes, strengthens and ensures good posture. The course takes place several times a year.



Online-Workshop "Paths to Serenity"

In the hectic pace of everyday life between work, family, home office, childcare and/or care, it is often difficult to maintain balance. Mindfulness helps to better manage stress and to be carried by positive thoughts. In this workshop, you will learn the basics and get to know some mindfulness exercises that help you to live more consciously and that you can incorporate directly into your daily routine.

The workshop is aimed at employees of the KIT and is free of charge. No previous knowledge is required.

Online course "A little timeout"

The "Kleine Auszeit" (a little time out) course, which consists of five units, offers you the opportunity to take a one-hour break from your daily routine and to get rid of stress, fears, and worries with the help of exercises. The course consists of purely practical mindfulness exercises, including various methods such as mindfulness exercises, meditation, physical exercises, and much more.

The workshop is aimed at employees of the KIT and is completely free.



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Mindfulness coaching

We offer mindfulness coaching to employees with children or relatives in need of care. It shows ways out of the stress spiral, how to recognize energy-robbing thoughts and behavior patterns, and how to integrate mindfulness into everyday life.

Online course “Progressive muscle relaxation (PMR) during your lunch break”

PMR is a relaxation technique that involves the voluntary tensing and relaxing of specific muscle groups, which can lead to a state of deep relaxation in the body.

Family Lunch

The “Family Lunch” is an ideal opportunity for all working parents and family caregivers to get together during their lunch break. In a relaxed and casual atmosphere, you will have the opportunity for an open exchange with us and with each other. The Family Lunch will take place about once a quarter and alternately at the South Campus and North Campus.

For dates and further offers, please visit www.peba.kit.edu or write to us at:

familienbetreuung@peba.kit.edu.



Consultation appointments and presentations of pensions and retirement planning

In cooperation with the German Pension Insurance, PEBA offers consultation days at KIT that you can use for your private pension issues. The consultations are conducted by a representative of the German Pension Insurance Baden-Württemberg. The offer is open to all KIT employees.

1. Individual counseling appointments – state pension

These pension counseling sessions are particularly suitable for younger employees to clarify their accounts, for specific questions about the statutory pension and for those close to retirement (from around 50 years of age).

You are welcome to put yourself on a waiting list. To do so, please send an e-mail to rentenberatung@peba.kit.edu

2. Individual consultation appointments – retirement planning (PROSA)

These pension consultations are suitable for questions regarding old-age provision. During the 1.5-hour appointment, a German Pension Insurance advisor will analyze your personal pension situation (both statutory and private) and provide advice on it. The consultations are free of charge, provider-neutral and independent.

You are welcome to put your name on the waiting list. To do so, please send an e-mail with the subject "PROSA" to rentenberatung@peba.kit.edu.

3. Individual consultation appointments – VBL – supplementary insurance

PEBA also offers regular counseling appointments for VBL supplementary insurance. It is also possible to contact the VBL directly. For more information, please visit www.peba.kit.edu/rente

To register for this, please send an e-mail to rentenberatung@peba.kit.edu with the subject "VBL counseling".

4. Series of presentations on retirement planning

Current appointments for the presentation series on the subject of pensions and VBL supplementary insurance.

The current dates will be announced in the PEBA event calendar.
www.peba.kit.edu/kalender

5 Elder Care

Relatives in Need of Care

To us, compatibility of job and family does not only mean programs to help employees with children. We also assist employees who take care of relatives. In view of demographic change, this issue will gain importance in the future, also at KIT.

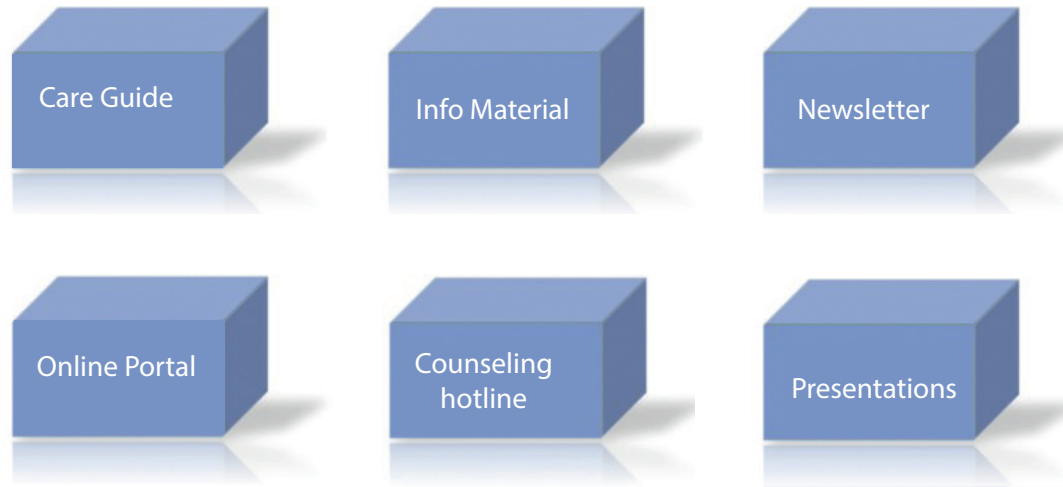
Since more than two-thirds of those in need of care are cared for by relatives at home, and since this represents an enormous double burden for working people in particular, it is our job as an employer to support our employees in this area as much as possible. On the Intranet under Human Resources Development and Vocational Training (PEBA, Personalentwicklung und Berufliche Ausbildung), you will find the services we offer.



Services in the Event of a Family Member Needing Care

When a family member is in need of care, this always is associated with a great burden in particular for working persons. We therefore want to offer you a service that provides you with expert support in caring for senior citizens and relatives in need of care. In this area, we work together with the German Care Ring (Deutscher Pflegering).

Six modules are available for KIT employees:





Care-Guide

The Care-Guide informs you about the legal and internal options for reconciling work and care as well as the internal processes and contact persons. You will be given an overview of the most important steps to be taken in an event of a family member needing care and the external help network. The contact person can be found at the end of the brochure.

Naturally, the Care-Guide handles all inquiries confidentially.

Information material

You will receive addresses of relevant contact points, useful links and brochures from your Care-Guide. You can also find the flyer of our cooperation partner "Deutscher Pflegering", news from the area of care and further information on our website:

www.peba.kit.edu/beruf-und-pflege

Online Portal

The online portal provides comprehensive information, recommendations and checklists relating to all aspects of care. A directory of more than 25,000 care providers all over Germany facilitates the search for the right care provider. Just click:

www.pflegering.de

You may obtain access data from the Human Resources Development and Vocational Training Business Unit (PEBA), the contact person is given at the end of the brochure.

Counseling Hotline

Independent care experts are available to advise you on all aspects of care and to share tips from their daily work.

You can reach the nationwide hotline at local rates from Monday to Friday from 9:00 am to 6:00 pm

Newsletter and presentations

If you don't want to miss any information from us in the future and would like to receive the PEBA family care newsletter on the subject of care.

We also offer interesting lectures and events. It's best to subscribe to the event calendar www.peba.kit.edu/kalender/subscribe today.



You can also reach us at:

familienbetreuung@peba.kit.edu

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Notfallbetreuung

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Eltern-Kind- Büro

FTU

Sekretariat

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E-Mail: info@ftu.kit.edu

Kids Box

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Weitere Infos zur Familienbetreuung am

KIT finden Sie unter:

www.peba.kit.edu

www.familienportal.kit.edu



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