

# Managing parental leave and maternity leave

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## Enter maternity protection

- Open [Tab Employment - Maternity Protection / Parental Leave](#) <sup>1</sup>
- Click the "**Edit**" button to set the employee file to edit mode.
- Click on "**New**" to create a new dataset.
- Enter the **calculated birth date** of the child in the newly opened form.
- By checking "**Create/update employment entry for maternity leave**", suitable employment entries are automatically created or updated and displayed in the Employment tab.
- In the "**Authority notified**" field, you can enter the date on which you informed the Federal Labour Inspectorate in writing about the pregnancy and, if applicable, the management of the company medical care.
- **Legal maternity protection** is calculated automatically.
- In the area of **work restrictions**, it is possible to record all precautions taken to protect mother and child and all changes to the workplace with a date. This is for your documentation and information only.
- Once the child is born, the **actual date of birth** and the child's **name** can be entered in the appropriate fields.
- Since the maternity protection periods change during exceptional births, these can be adapted by setting the appropriate check mark for
  - premature birth
  - multiple birth
  - Caesarean section

### WARNUNG

Think again and again about "**Save**" so that no data is lost!

## Recording a leave / parental leave

- Open [Tab Employment - Maternity Protection / Parental Leave](#) <sup>2</sup>
- Tick "**Parental leave**" to put the corresponding fields into edit mode.
- By checking "**Create/update employment entry for maternity leave**", suitable employment entries are automatically created or updated and displayed in the Employment tab.
- In the "**Registration**" field, you can enter the date on which the employee notified you in writing of the parental leave.
  - [Arbeiterkammer - Österreich - Meldefristen](#) <sup>3</sup>
  - [Bundesministerium - Deutschland - Elternzeit](#) <sup>4</sup>
- The legal end of maternity/paternity leave is automatically entered in the "**End latest**" field on the basis of the actual date of birth.
- The "**From**" field is not prefilled, as some mothers take days of leave between maternity leave and paternity leave. Here you enter when the maternity/paternity leave begins.
- The planned end of the leave is entered in the "**To**" field.
- The "**Expected return**" field is updated automatically.
- Optionally there is the possibility for parents to share the parental leave and also the possibility that a parent takes a second parental leave can be taken into account.
- With a check mark at "**Split?**" a second waiting period can be entered with "**2nd part from**" and "**2nd part to**".

- The "**Expected return**" field is automatically updated again.
- In the "**Extended to**" field, a possible extension of the waiting period can be entered, but has no effect on the "Expected return" date (can be overwritten manually).

NOTIZ

For the employment entries "maternity leave" only the data "from" and "to" are used, but not the data "extended to" and "expected return"!

## Registering Parental Leave for Fathers

In order to register for a maternity leave for a father there are some things to consider:

- The check mark for "**Create/update employment entry for maternity protection**" must **not** be set.
- The "**expected date of birth**" must **not** be entered in the field provided.
- The **actual date of birth** is entered and then proceed as described above.

WARNUNG

Think again and again about "**Save**" so that no data is lost!

Sobald in diesem Reiter ein Eintrag gespeichert wurde, wird die Schaltfläche "**x verbundene Dokumente**" sichtbar, um Dokumente hoch zu laden und mit diesem Datensatz zu verknüpfen. Eine Beschreibung dazu finden Sie unter , allerdings ist zu beachten den zu wählen.

As soon as an entry has been saved in this tab, the "**x connected documents**" button becomes visible in order to upload documents and link them to this data record. A description can be found under [Linking documents with disability or tax advantage](#)<sup>5</sup>, but please note that the [Tab Employment - Maternity Protection / Parental Leave](#)<sup>6</sup> must be selected.

## Legal Regulations Status 9/2017

	Austria	Germany
<b>Maternity protection incl. employment exclusion</b>	<b>8 weeks before</b> and <b>8 weeks after</b> the calculated date of birth or the actual childbirth, an absolute work ban applies.	<b>6 weeks before the delivery date</b> (earlier if confirmed by a doctor) and <b>8 weeks after the delivery date</b> .
<b>When is maternity protection extended after the birth?</b>	<ul style="list-style-type: none"> <li>• In the case of multiple births, premature births and caesarean section, mothers must not work for <b>at least 12 weeks</b> after birth.</li> <li>• If the child is born earlier than calculated, maternity protection is extended by exactly this period after the birth. however, to a maximum of <b>16 weeks</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• In the case of premature or multiple births, the ban applies until <b>12 weeks after birth</b>.</li> <li>• If the baby arrives after the calculated delivery date, there are still <b>8 or 12 weeks of protection</b>.</li> <li>• If the child was born with a disability, the mother can apply for an extension of the protection period to <b>12 weeks</b>.</li> </ul>
<b>Parental leave</b>	<ul style="list-style-type: none"> <li>• Parental leave begins after the end of the maternity protection period (usually eight weeks after the birth).</li> </ul>	<ul style="list-style-type: none"> <li>• Parental leave begins at the end of the maternity protection period.</li> </ul>

- The maternity leave can be **divided between the parents a maximum of two times**.
- A parental leave period must last **at least 2 months**.
- The duration of parental leave must be notified to the employer in writing. Please note the registration deadlines for parental leave!
- The parental leave, which is protected by employment law through protection against dismissal and dismissal, **lasts until the day before the child's 2nd birthday** at the most.
- If you wish to go on maternity leave in addition to this, a written agreement with the employer is absolutely necessary.
- During parental leave, you will **not receive any wages or salary**. However, you will receive **childcare allowance** during this period.
- The length of the period of parental leave does not have to correspond to the length of the childcare allowance.
- This is a **maximum of three years for each parent** and generally ends when the **child reaches the age of three**.
- If the employer agrees, a share of **up to one year** can also be taken later - until the **child reaches the age of eight**.
- During this time you are entitled to **parental allowance**.

1. </daisy/personalwolke-default-en/HR-Expert/employee-form/employment/maternity-protection-parental-leave.html>
2. </daisy/personalwolke-default-en/HR-Expert/employee-form/employment/maternity-protection-parental-leave.html>
3. <https://wien.arbeiterkammer.at/beratung/berufundfamilie/karenz/Meldefristen.html>
4. <https://www.bmfsfj.de/bmfsfj/service/publikationen/elterngehalt--elterngehaltplus-und-elternzeit-/73770>
5. </daisy/personalwolke-default-en/7783-dsy.html>
6. </daisy/personalwolke-default-en/HR-Expert/employee-form/employment/maternity-protection-parental-leave.html>